

# Contents

## Chapter 1 Getting started

Becoming an employer.....	2
Using payroll software .....	4
Working with the Easy Setup Assistant .....	6
Housekeeping issues .....	13

## Chapter 2 Understanding wages, allowances and awards

Figuring out your base line.....	15
Recording employee personal details and rates .....	18
Setting up standard pays .....	21
Setting up wages categories .....	22
Setting up overtime and loadings .....	27
Paying advances, bonuses and commissions .....	29
Dealing with pay rises and back pay .....	32

## Chapter 3 Paying your employees

Processing your first pay run using MYOB software .....	36
Choosing payment methods .....	41
Printing payslips .....	46
Reviewing and changing pay transactions .....	49
Recording information from timesheets .....	52
Understanding clearing accounts .....	54

## Chapter 4 Time for a break

Understanding leave entitlements .....	57
Picking one of three methods .....	60
Paying holiday and sick leave .....	64
Dealing with tricky situations .....	68
Catering for RDOs and other types of leave.....	72
Reporting for employee entitlements .....	76
Troubleshooting employee entitlements .....	80

## Chapter 5 Managing superannuation

Understanding your superannuation obligations .....	85
Setting up superannuation using MYOB software .....	88
Paying superannuation.....	91
Troubleshooting superannuation .....	95
Signing up for M-Powered Superannuation .....	98
Salary sacrifice and additional superannuation .....	102
Quirky situations .....	106
Getting super to balance .....	109

**Chapter 6 Managing deductions and salary packaging**

Working with deductions.....	114
Paying child support.....	116
Setting up salary packaging .....	120
Other types of deductions .....	126

**Chapter 7 Withholding PAYG tax from your employees**

Getting started .....	131
Adjusting tax on employee pays .....	134
Dealing with unusual tax situations .....	139
Paying PAYG tax .....	143
Balancing PAYG tax .....	146

**Chapter 8 Billing for employee time**

Getting started with time billing.....	150
Generating your first time billing invoice.....	154
Connecting time billing with payroll .....	157

**Chapter 9 Out with the old year, in with the new**

Understanding how it all works.....	161
Preparing for end of year .....	163
Printing payment summaries .....	166
Troubleshooting payment summaries .....	171
Sending your payment summary info to the ATO .....	173
Starting a new payroll year .....	177

**Chapter 10 Reporting for payroll**

Navigating the reports menu .....	183
Taking a management perspective .....	187
Budgeting for payroll liabilities .....	193
Allocating payroll expenses to jobs or cost centres .....	195
Maintaining employee records.....	198

**Appendices**

<i>Appendix 1: MYOB service and support .....</i>	<i>201</i>
<i>Appendix 2: On the CD .....</i>	<i>203</i>
<i>Appendix 3: Useful websites and business resources .....</i>	<i>204</i>