2013

ClockOn Training Workshop
Course Outline
Payroll Advanced – Special Pay Scenarios

Version 4.3

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5 minutes - Training Data Installation & Connection to Conference

Connect to phone conference 'lobby'

ClockOn application installed locally

Establish remote session connections

Training database registered

5 minutes - Introduction

- Objective of workshop

- Skills covered in workshop

- Support Materials

50 minutes – Advanced Pay Scenarios

- Tax free threshold and non-tax free threshold
    - Employee with multiple jobs – additional tax
- Terminations
    - Normal redundancy (voluntary resignation, employment terminated due to inefficiency
    - Redundancy, invalidity, approved early retirement
- YTD adjustments
    - Adjusting gross income and tax
- Super Adjustments
    - Overpaid super and need to reduce
    - YTD super deduction
- Leave categories
    - Creating a new leave category – Paid parental leave
    - Length only shifts – e.g. applying to bereavement leave and annual leave (no penalties apply)