

Payroll intensive

Available in: NSW, QLD, VIC, WA

L1 Introductory Level

Master the intricacies of payroll and perform your role with confidence with this practical hands-on workshop.

About the workshop

Focus on key areas of the payroll function specific to your state or territory. You'll be provided with a comprehensive overview of the payroll process from start to finish. It covers all of the key tasks from what to do with a new starter, to ensuring that everything is covered when an employee leaves an organisation.

Key areas of difficulty will be discussed, ensuring you understand how to address common payroll problems and avoid potential traps and pitfalls.

Workshop outline

Employing staff

- ATO registration and paperwork
- Withholding declarations and TFN declarations
- Status of employees – employee or contractor?
- Record keeping requirements
- Hiring staff – what you must check

Ongoing obligations

- Allowances
 - Taxing allowances – when to withhold
 - ATO reasonable allowances
 - ATO rulings on deductibility of allowances
 - PAYG payment summaries
- Employee reimbursements and GST
- Deductions
- PAYG withholding responsibilities
 - Register for withholding
 - Determining which payments to withhold from
 - Implications of HELP
 - ATO schedules
 - Working out how much to withhold including PAYG variations
 - Reporting to and paying the ATO
 - Employee annual payment summaries
 - Annual statement to the ATO
- WorkCover
 - Registration
 - Annual obligation
 - Calculating WorkCover levy/premium

- Superannuation obligations
 - Superannuation guarantee
 - ~ Determining which workers are covered
 - ~ Working out how much to pay – earning bases
 - ~ Choice of superannuation fund
 - ~ What happens if you do not pay the minimum or do not pay on time
 - Government co-contribution
- Payroll tax
 - Registration
 - Working out how much to pay
 - GST effect
- Salary packaging
 - What works/what can be packaged
 - Total employment costing
- Fringe benefits tax (FBT)
 - Registration
 - Types of employee benefits
 - Exempt benefits
 - Calculating FBT
 - Record keeping
 - Reportable benefits
 - Lodging an FBT return
 - GST implications
- Leave provisions
 - Long service leave
 - Annual leave
 - Full-time vs part-time calculations

Ending employment

- Tax implications of resignation, redundancy, and dismissal
- Paying out annual and long service leave

ETP payment summary

Workshop & In-house features

- Worked examples and activities
- A comprehensive course manual detailing the payroll process including all ATO forms
- For more information on In-house training, please email: inhousetraining@cpaustralia.com.au

Program suited for

Anyone who has payroll responsibility – including those new to payroll and those with more experience who would like a refresher.

Learning options

Choose the learning style that meets your needs. This program has two learning options available:

 **Workshop**

 **In-house training**

'Overall, one of the best courses I've attended (mainly because relevant to my work.) The course notes are a handy compliment to a very effective seminar.'

J. Parastatidis – VIC

1 Choose a workshop

Claim up to 8 CPD hours

Registration closes 2 days prior to each date

Note: dates and venues may change

Time: 9.00 AM – 5.00 PM (all workshops)

State	Date	Venue	Code
<input type="checkbox"/> NSW	11 Aug	CPA Centre, Level 3 111 Harrington St, Sydney	2182
<input type="checkbox"/> NSW	16 Nov	CPA Centre, Level 3 111 Harrington St, Sydney	2183
<input type="checkbox"/> QLD	11 Aug	CPA Australia, AMP Place Level 29, 10 Eagle St, Brisbane	2181
<input type="checkbox"/> VIC	6 Aug	Freshwater Place, Level 20 Twenty8 Freshwater Pl, Southbank	2182
<input type="checkbox"/> VIC	26 Nov	Freshwater Place, Level 20 Twenty8 Freshwater Pl, Southbank	2183
<input type="checkbox"/> WA	6 Aug	CPA Centre, Level 1 Australia Place 15-17 William St, Perth	2181

Lunch, morning and afternoon tea is provided.
Please advise if you have any special dietary requirements.
Dress code is smart casual.

2 Register your details

2.1 Are you a CPA member?

- Yes → Provide your membership number
- No → Provide your non-member ID

2.2 Provide your name and details

Copy this form for multiple registrations

Mr Miss Mrs Ms Other:

First name

Last name

Organisation

Position

Postal address private company

Postcode

Contact phone number

()

Contact email

Tell us about any special dietary requirements

3 Make your payment

3.1 Choose your fee (incl GST)

Type	Rate	Fee
<input type="checkbox"/> Workshop	Early bird member	\$440
<input type="checkbox"/> Workshop	Early bird non-member	\$616
▶ register 4 weeks prior to event date (applies to all)		
<input type="checkbox"/> Workshop	CPA member	\$484
<input type="checkbox"/> Workshop	Non-member	\$682
<input type="checkbox"/> Workshop	Group of 3+	\$440
▶ group of 3 or more members/non-members from 1 organisation attending at the same time		

➔ **TOTAL** \$

3.2 Choose how you would like to pay

Your payment must be sent with this form

Pay by cheque or money order
Payable to CPA Australia Ltd → Go to 3.3

Pay by credit card
 Amex Visa Mastercard Diners

Card number

Expiry date/.....

Name on card

➔ Cardholder's signature

Date

3.3 Sign section 4 and send your order and full payment*

- Fax 1300 658 156 Credit card only
- Mail CPD Registration
CPA Australia Ltd
GPO Box 2820
Melbourne VIC 3001
- *When we process your payment we will send you a confirmation letter. Present this letter to gain entry

4 Agree to terms & conditions

By signing this form you agree to the following terms and conditions

- 1 Registrations and orders for online products, workshops, e-Learning CD-ROM and paper-based products ("Program/s") must be accompanied by full payment. Postage and handling is included in the cost where relevant. Receipts will only be issued upon request.
- 2 It is intended to supply the Program/s in Australia within 15 working days from receipt of payment. Refunds will be granted under certain circumstances. Please contact the Member Administration Hotline on 1300 857 705 for refunds or replacement. Please allow up to 15 days for replacement of the product.
- 3 The Program/s is/are sold for individual and private use only and protected by Australia copyright laws. The Program/s cannot be copied, reproduced, adapted, stored in a retrieval system, transmitted or sub-licensed without the prior written permission of CPA Australia Ltd (CPA Australia). Any unauthorised copies sold, leased, imported, distributed or publicly exhibited for trade purposes constitute an offence and attract civil and criminal penalties. For permission to reproduce or otherwise deal with the Program/s a request in writing is to be made to CPA Australia's Legal Business Unit, CPA Australia, Level 28, 385 Bourke Street Victoria.
- 4 CPA Australia reserves the right to alter the Program/s without notice, however the Program/s are intended to be provided as advertised.
- 5 CPA Australia reserves the right to cancel face-to-face workshops due to insufficient numbers. Registrants will be notified and refunded in full should this occur.
- 6 Registrants wishing to cancel or transfer a face-to-face workshop, must advise CPA Australia in writing at least 5 working days prior to the date of the face-to-face workshop. Registrants will otherwise be liable for payment. Transfers are subject to the applicable registration rate and additional payment may be required.
- 7 The information expressed in any Program/s represents the opinions of the author and not necessarily those of CPA Australia or its members. The content of these Program/s is for general information only. It is not intended as professional advice. For professional advice you should consult a suitably qualified professional. CPA Australia expressly disclaims all liability for any loss or damage arising from reliance upon any information on these Program/s.

NB All CD-ROM and online products are PC compatible only. CD-ROM, paper-based and online product prices are subject to change.
To view the system requirements of CD-ROMs or online programs, please visit cpaaustralia.com.au/links?systemreq

You also agree to the conditions outlined in the following Privacy Statement

CPA Australia Ltd (CPA Australia) (ABN 64 008392 452) protects the privacy and security of information provided by you. By completing this form, you agree to the use of your personal information by CPA Australia to contact you about our products and services, to disclose to third parties providing services to CPA Australia, and for internal purposes. CPA Australia processes payments for CPD Events using online technologies. All transactions processed by CPA Australia meet industry security standards to ensure your details are protected.

Tax Invoice: Where an individual registration is for less than \$1000 (incl GST) this document becomes a tax invoice for GST purposes upon completion of payment. **NOTE:** Individual forms must be completed for each attendee. Please sign and date below.

➔ Signature To agree to above & for tax invoice*

Date

If you do not wish to receive further CPD information by email, tick the box and fax to CPA Australia on 1300 787 673 (do this in addition to mailing/faxing your order)

I do not wish to receive CPD offers by email