

# Payroll intensive

Available in: NSW, QLD, SA, VIC, WA



Technical

Master the intricacies of payroll and learn how to perform your role with confidence.

## About the workshop

Focus on key areas of the payroll function relevant to your state or territory in this practical and hands-on workshop. 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 worker to ensuring that everything is covered when an employee leaves an organisation.

## 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 (e.g. employee purchases, child support)
- PAYG withholding responsibilities
  - Register for withholding
  - Determining which payments to withhold from
  - Reportable superannuation contributions
  - 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 – who are employees, what constitutes remuneration, how the rate is calculated

- Superannuation obligations
  - Superannuation guarantee
    - ~ Determining which workers are covered
    - ~ Working out how much to pay – earning bases
    - ~ Working out where to pay it – 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
- Salary packaging
  - What works/what can be packaged
  - Total employment costing
- Fringe benefits tax
  - Registration
  - Types of employee benefits
  - Exempt benefits
  - Calculating FBT
  - Record keeping
  - Reportable benefits
  - Lodging an FBT return
  - GST implications

## Ending employment

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

## ETP Payment Summary

## Learning outcomes

This workshop will help you to:

- Gain an overview of the payroll process
- Understand key areas of difficulty
- Avoid common traps and pitfalls

## Workshop & In-house features

- A comprehensive course manual detailing step by step payroll process and ATO forms
- Many worked examples and activities
- PowerPoint slides
- For more information on In-house training, please email: [inhousetraining@cpaustralia.com.au](mailto:inhousetraining@cpaustralia.com.au)

## Program suited for

This program is suited for recent graduates and professionals with 1 – 2 years experience, and minimal understanding of basic tax law. You have limited familiarity in this skill area, and your fundamental knowledge is still developing.

## Learning options

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

 **Workshop**

 **In-house training**

## To order

**Online:**

Click on  **Order now** overleaf

Or return your completed order form with full payment to:

**Fax:** 1300 658 156 (credit card payments)

**Mail:** Member Administration  
CPA Australia Ltd  
GPO Box 2820  
Melbourne VIC 3001

*'The course was concise, informative and well presented.'*

S. Popilko CPA, VIC

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CPA  
AUSTRALIA





## 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)

Address Date Code

- |   |     |        |      |           |
|---|-----|--------|------|-----------|
| <input type="checkbox"/>  | NSW | 22 Apr | 2181 | Order now |
| CPA Centre, Level 3, 111 Harrington St, Sydney                          |     |        |      |           |
| <input type="checkbox"/>  | NSW | 23 Sep | 2182 | Order now |
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| <input type="checkbox"/>  | QLD | 21 Apr | 2180 | Order now |
| CPA Australia, AMP Place, Level 29, 10 Eagle St, Brisbane               |     |        |      |           |
| <input type="checkbox"/>  | QLD | 14 Sep | 2181 | Order now |
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| <input type="checkbox"/>  | SA  | 22 Apr | 2180 | Order now |
| CPA Australia, Level 10, 420 King William St, Adelaide                  |     |        |      |           |
| <input type="checkbox"/>  | VIC | 15 Apr | 2181 | Order now |
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| <input type="checkbox"/>  | WA  | 14 Sep | 2181 | Order now |
| CPA Centre, Level 1, Australia Place, 15-17 William St, Perth           |     |        |      |           |

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	\$475
<input type="checkbox"/> Workshop	Early bird non-member	\$570
▶ register 4 weeks prior to event date (applies to all)		
<input type="checkbox"/> Workshop	CPA member	\$520
<input type="checkbox"/> Workshop	Non-member	\$625
<input type="checkbox"/> Workshop	Group of 3+	\$475
▶ 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

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**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 .....

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