



Payroll - Setup & Processing



DISPRAX



::: WHO WILL BENEFIT?

- Pay Officers
- Accountants

::: BENEFITS OF TRAINING

Regular training sessions are critical to ensuring your staff maximise their usage of the TIMMS system.

Our training is performed by **TIMMS certified Training Consultants** in an environment that promotes discussion and learning, helping to:

- Gain a deeper understanding of how the TIMMS system works
- Build skills and confidence
- Improve usage of TIMMS to maximise efficiency and accuracy

Workshop level:

- Day-to-day Processing
- [Intermediate](#)
- Advanced Setup

Course Code: PA01

Course Duration: 4 hours

::: OVERVIEW

This course will teach you how to set up Employees, Superannuation and related information within the Payroll module, providing you with the knowledge to be able to perform pay runs and associated tasks.

Also included are the key enquiries and reports to assist you with performing these functions.

::: AREAS COVERED

- Setting up and Maintaining Employee records
- Setting up Earnings and Deduction codes
- Setting up Superannuation fund details
- Processing Pay Runs
- Mandatory Reports

::: PRIOR KNOWLEDGE

This course assumes a thorough understanding of your businesses payroll structure and responsibilities, and a good understanding of your GL Chart of Accounts.

To register please phone or email training@disprax.com.au

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