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SynergySoft Payroll Terminations

Overview

This course is designed for entry level Payroll Officers wishing to obtain a general overview of processing Terminations within the Payroll module of SynergySoft.

Those wishing to take advantage of a refresher would also benefit from attending this course.

Who You Are

Attendees will need to have:

- Knowledge of SynergySoft Payroll Module
- Fundamental knowledge of computers
- Experience with Microsoft Excel

Learning Outcomes

1. Termination Leave Type Codes

2. Superannuation on Termination

3. Lump Sum Payments

4. Calculating & Paying Leave Entitlements on Termination

5. Employee Master File after Termination

6. Manual Calculation of Entitlements & Accruals

7. ETP Calculator

8. Reporting Terminations to ATO

9. Termination Adjustments

Please note this course will *not* cover any aspects of the following areas, for which separate courses are available:

- SynergySoft Payroll Essentials
- SynergySoft Payroll Leave Essentials
- SynergySoft End of Year Payroll