AgExpert Analyst
Payroll Course Outline

LESSON 1: BEGINNING PAYROLL

ACTIVATING THE PAYROLL MODULE

LESSON 2: PAYROLL SETUP

PAY TYPES

       Setting Up Stat Pay Items

BENEFITS

DEDUCTIONS

ACCOUNTS

PAYROLL REMITTANCE

PAYCHEQUES

VACATION

EMPLOYEES/ROE

TD1 INDEX

LESSON 3: CREATING PAYCHEQUES

RECORDING MANUAL PAYCHEQUES

AUTOMATICALLY CREATE PAYCHEQUES

PRINTING PAYCHEQUES

LESSON 4: PAYING LIABILITIES

PAYING AND RECORDING LIABILITIES

LESSON 5: TERMINATING EMPLOYEES

FINAL PAYCHEQUES

RECORD OF EMPLOYMENT FORMS

LESSON 6: PAYROLL REPORTS

EMPLOYEE LISTING

EMPLOYEE EARNINGS AND DEDUCTIONS

EMPLOYEE YEAR-TO-DATE

PAYROLL SETUP DETAILS

REMITTANCE

T4 REPORTS

       T4 Slips Report

       T4 Summary Report

       RL -1 forms