



Contents

Process Payroll Using MYOB® Business

1	The Payroll System	5
1.1	Introduction to Payroll	6
1.2	Legislation and Regulatory Bodies	10
1.3	Collecting Data	38
	Review Questions	59
	Research Project	64
2	Payroll Calculations	77
2.1	Gross Pay	78
2.2	Net Pay	78
2.3	Ordinary Pay	79
2.4	Overtime	79
2.5	Piece Rates	81
2.6	Commission	81
2.7	Annual Salary	82
2.8	Allowances	82
2.9	Annual Leave Pay and Personal Leave Pay	88
2.10	PAYG Withholding	88
2.11	Study and Training Support Loan Repayments	94
2.12	Leave Paid in Advance	96
2.13	Annual Leave Loading and PAYG Withheld	97
2.14	Bonuses	98
2.15	Salary Sacrifice	99
2.16	Deductions	103
2.17	Tax Calculator	104
	Review Questions	107

3	Processing Payroll in MYOB® Business	115
3.1	Creating MYOB® Business File and Account	116
3.2	Payroll Settings	123
3.3	Adding Employee Information	126
3.4	Processing Employee Pays	150
3.5	Printing Basic Payroll Reports	169
3.6	Checks and Balances	176
	Review Questions	177
	Appendix: Weekly Tax Table	181
	Appendix: ATO Reporting Categories	198
	Index	201