readytech

SynergySoft Payroll Essentials

Overview

This course is designed for entry level Payroll Officers wishing to obtain a general overview of the Payroll functions 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

Learning Outcomes

1. Creating and Maintaining Employee Records
2. Creating and Maintaining Allowances & Deductions
3. Payroll Parameters
4. Time Card Entry & Reporting
5. Pre-Payroll Processing
6. Finalising a Pay Run
7. Payslips
8. One Off Pays & Reversals
9. Leave (Brief Overview, see note below)
10. Pay Increases & Back Pays
11. Terminations (Brief Overview, see note below)
12. Reconciliations

13. Allocations

Please note this course may cover *some* aspects of the following areas however, separate in depth courses are available:

- SynergySoft Payroll Terminations (detailed workshop)
- SynergySoft Payroll Leave Essentials (detailed workshop)
- SynergySoft End of Year Payroll