

CA MANAGEMENT SERVICES PTY LTD

DISCLAIMER

FURTHER INFORMATION

Question:

I've bought a new Payroll package. What do I need to have ready before installation?

Related Questions:

Answer:

The list below will give you an indication on what information is required when installing a new Payroll program. This information is needed for each employee.

- Full Name
- 2. Address
- 3. Telephone
- Date of Birth
- 5. Next of Kin (Name and phone number)
- 6. Tax File Number
- Bank Details (includes BSB Number, Account Number, Account Name and Bank Name) Amount to deposit if multiple bank accounts are used
- 8. Does the Employee earn super? If so what is the rate? Does the employee make voluntary contributions?
- 9. How often does the employee get paid? Eg: weekly, monthly etc.
- 10. Employment status? E.g. Full time, part time, casual.
- 11. Does the employee get paid a salary or is it based on hours worked?
- 12. What is the annual salary or hourly rate?
- 13. Do employees get leave loading?



CA MANAGEMENT SERVICES PTY LTD

- 14. How is annual leave, sick leave accrued? Are employees entitled to this immediately or do they have to work an entitlement period first?
- 15. Do employees accrue long service leave? How much eg: 13 weeks every 15 years?
- 16. Do employees have any deductions taken out of their wages or allowances paid to them? Are these a set figure or dependent on hours worked?
- 17. Do employees get overtime rates?
- 18. What are the existing take-up leave accrual figures for all staff?
- 19. Details of company bank accounts?
- 20. If using Cost Centres (different general ledger departments eg: Admin, factory, salesmen), what are they?
- 21. GL codes for Wages, Payroll Clearing account, Super Expense, Super Liability, Tax Liability?
- 22. Tax table? E.g. General Exemption claimed or repaying HECS etc.
- 23. Eligible for any rebates as per Employment declarations?
- 24. Have any group certificates already been issued for current year?



CA MANAGEMENT SERVICES PTY LTD

DISCLAIMER

Software, Documents and Services available on this website

CA Management Services Pty Ltd and/or its respective suppliers make no representations about the suitability of the information contained in the documents and related graphics published on this server for any purpose. All such documents and related graphics are provided "as is" without warranty of any kind. CA Management Services Pty Ltd and/or its respective suppliers hereby disclaim all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for a particular purpose, title and non-infringement. In no event shall CA Management Services Pty Ltd and/or its respective suppliers be liable for any special, indirect or consequential damages whatsoever resulting from loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use or performance of information available from this server or failure to provide services, or information available from this server.

The documents and related graphics published on this server could include technical inaccuracies or typographical errors. Changes are periodically added to the information herein. CA Management Services Pty Ltd and/or its respective suppliers may make improvements and/or changes in the product(s) and/or the program(s) described herein at any time.

Links to Third Party Sites

The links in this area will let you leave CA Management Services Pty Ltd's site. The linked sites are not under the control of CA Management Services Pty Ltd and CA Management Services Pty Ltd is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. CA Management Services Pty Ltd is not responsible for webcasting or any other form of transmission received from any linked site. CA Management Services Pty Ltd is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by CA Management Services Pty Ltd of the site.

FURTHER INFORMATION:

CA Management Services Pty Ltd 88 Burswood Road BURSWOOD WA 6100 or PO Box 590 SOUTH PERTH WA 6951

Ph: 08 9470 9922 Fax: 08 9470 9955

E-mail: support@caman.com.au
Web: www.caman.com.au