


# Get-Started Guide – Automated Employee Payments and Salary Packaging

ePayroll allows you to automate employee payments using our ABA file upload, which means you can pay all your employees at the click of a button, as shown below.



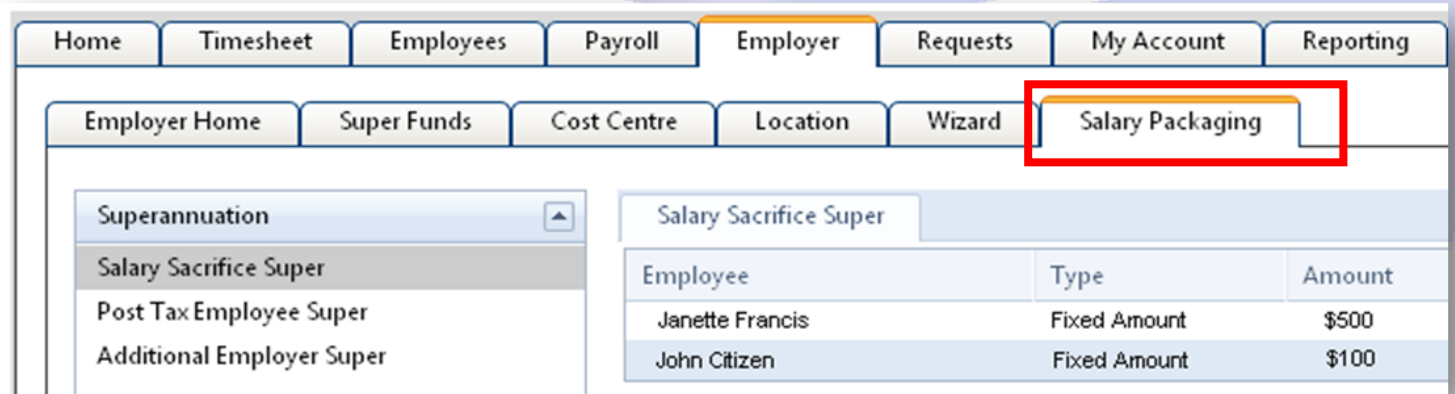
The screenshot shows the 'Payroll' section of the ePayroll system. The 'Payroll To Process' dropdown is set to 'Monthly 19/02/2011 Processed'. Below this, a table lists the payroll process steps:

Title	Start Date	End Date	Release Date	Submit Date	Accounting Date	Status
Monthly	19/01/2011	19/02/2011	19/02/2011	19/02/2011	22/02/2011	Processed Successfully

Below the table, four steps are outlined in buttons:

- Step 1:** Update Employee Hours Worked
- Step 2:** Check Verification Reports
- Step 3:** Run Payroll / Create Reports
- Step 4:** Pay Employees / Create a Bank File (highlighted with a red box)

You can also make full use of ePayroll's Salary Packaging module to manage employee superannuation benefits as shown below, at no extra cost.



The screenshot shows the 'Salary Packaging' module in the ePayroll system. The 'Salary Packaging' tab is highlighted with a red box. Below the navigation tabs, a dropdown menu for 'Superannuation' is open, showing options like 'Salary Sacrifice Super', 'Post Tax Employee Super', and 'Additional Employer Super'. The 'Salary Sacrifice Super' option is selected, and a table displays the details for two employees:

Employee	Type	Amount
Janette Francis	Fixed Amount	\$500
John Citizen	Fixed Amount	\$100

Assisting to simplify the process of managing new employees, ePayroll has the facility to streamline your employee Tax File Number Declarations to the ATO online, as demonstrated below.



Contact Us:

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**Helpdesk:** 1800 372 976 – option 1

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**Taxation Details**

**Tax File Number \*** :

**Australian For Tax ?** :  Yes  No

**HECS Owing ?** :  Yes  No

**On CDEP ?** :  Yes  No

**Reason for No TFH** :

**Tax Free Threshold Claimed ?** :  Yes  No

**SFSS Owing ?** :  Yes  No

**Medicare Exemption Claimed ?** :  Yes  No

**PAYG Variation**

**PAYG Tax Variation ?** :  Yes  No

**Effect on Tax Calcs ?** :  Overrides  In addition to

**Amount** :

**Percent** :  %

**From** :

**To** :

**Tax Rebates**

**Family Tax Benefit (FTB) Claimed ?** :  Yes  No  /year


**Invalid Relatives Rebate Claimed ?** :  Yes  No

**Dependent Parent Rebate Claimed?** :  Yes  No

**Sole Parent Rebate Claimed ?** :  Yes  No

**Dependent Spouse Rebate Claimed?** :  Yes  No

ePayroll has built-in compliance and is **always** up-to-date with the latest tax, super and industrial relations obligations.

File Description (Click to download)	Created Date	File Size
 <a href="#">Month-End: Payroll Compliance &amp; Control Report</a>	03/02/2011 2:37:00 PM	21.37 KB <a href="#">Download</a>



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