

Quick Guide

This quick guide will take you through 3 easy steps to complete your ePayroll Account and run your payroll in minutes.



Step 1: Enter Employees Details

Once you complete the wizard, login to ePayroll and go to Employees tab.

Click on “New Employee” link and complete the form for each employee.

Note: Start date = original hire date

Step 2: Enter Year-to-Date Details

After you enter all your employee records, you will need to enter Year to Date details for the current financial year (i.e. Gross, Tax, Super and Leave accruals).

To do so, please login to ePayroll → Payroll tab → YTD tab and enter details.

Step 3: Run your payroll

Final step will be to run your payroll.

Go to Payroll tab and input the hours and any other variables and save changes.

Then, proceed to step 2 and continue.



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Contact us to register for a detailed ePayroll Webinar based on various payroll topics & system features. (45 minutes – Cost \$99*)

**webinar cost per head*

Option 2:

If you would like a dedicated webinar tailored to your company needs and training requirements, contact us to arrange a date & time. (1 hour – Cost \$199*)



Contact Us:

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