



# Continuing Professional Education



## Payroll Online Live Series

<b>Dates:</b>	Thursday 19 February to Thursday 28 May 2015
<b>Time:</b>	12pm – 1.30pm EST
<b>Venue:</b>	Online
<b>Fee:</b>	Per session: Member \$89 (inc GST) Non-Member \$99 (inc GST) All 5 sessions: Member \$315 (inc GST) Non-Member \$349 (inc GST)
<b>CPE Hours:</b>	1.5 per session

### Introduction & Overview

Designed for anyone wishing to update their payroll skills. The Payroll Online Live Series provides you the opportunity to learn in an interactive online environment.

These courses are packed full of real life examples, with the opportunity to ask questions via a chat facility and written with the latest legislation in mind to ensure you have the best training possible.

### Recommended For

Anyone wishing to update their payroll skills or interested in gaining recognition of their payroll skills to enhance employment opportunities. No prior knowledge of payroll is required.

### Topics

#### Lesson 1: New Employees – Setting it up right from the start (19 February)

- New employees and minimum conditions of employment

#### Lesson 2: Remuneration categories (19 March)

- PAYG Withholding
- Payroll deductions and other deductions
- Allowances, commissions and bonuses

#### Lesson 3: Employer obligations (2 April)

- Superannuation and Work Cover

#### Lesson 4: Leave entitlements and year end (30 April)

- Dealing with leave and entitlement
- Record keeping
- Payroll year end and activity statements

#### Lesson 5: When staff move on (28 May)

- Termination procedures

### About the presenter

#### BRETT THORNETT MIPA | Applied Education

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and has lectured in commercial law, accounting, finance and accounting data applications.

Brett joined Applied Education in 2001. His success in training and professional qualifications made him the ideal person to set up Applied Education's Payroll & Office Tax Procedures and Salary Packaging training courses.



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Register on-line at [publicaccountants.org.au](http://publicaccountants.org.au) or complete registration form and return to:

Institute of Public Accountants, Locked Bag 9, South Perth, WA 6951

Ph: 08 9474 1755 Fax: 08 9474 2911 Email: [wadivn@publicaccountants.org.au](mailto:wadivn@publicaccountants.org.au)

## Registration Details

Title \_\_\_\_\_ IPA Member # \_\_\_\_\_ Postnom. \_\_\_\_\_  Non Member

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Second Attendee \_\_\_\_\_

Organisation \_\_\_\_\_

Postal Address \_\_\_\_\_  Work  Home

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Dietary Requirements \_\_\_\_\_

## Payment Details

*This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.*

Amount Payable	IPA Member	Non Member
Per Session	\$89	\$99 (Registration Fee includes GST)
All 5 Sessions	\$315	\$349 (Registration Fee includes GST)

Booking for how many session/s: \_\_\_\_

Please tick:  Session 1  Session 2  Session 3  Session 4  Session 5  **ALL 5 sessions**

### Payment Method

Cheque  Please find enclosed my cheque for: \$ \_\_\_\_\_

Credit Card  Please debit my credit card the sum of: \$ \_\_\_\_\_

Card type  MasterCard  Visa  American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

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**Cancellation Policy** Cancellations must be advised in writing at least 6 working days prior to the activity date. Transfers out of a course are viewed as a cancellation and an administrative fee of 10% to a minimum of \$27.50 (incl GST) will be incurred for cancellations. A refund will not be granted if a registrant fails to attend an activity or cancels within 5 working days prior to the activity. Course materials will be sent to registrants who cancel in the non-refund penalty period. Substitutions can be made at any time without penalty. The IPA cancels seminars only when absolutely necessary, but reserves the right to do so, as well as to reschedule seminars and substitute presenters. If a course is cancelled, you may request a transfer to another course, a credit, or full refund. Please note the IPA will not be held liable for any accommodation or associated travel costs should a seminar be cancelled or rescheduled.