

## HR3 End of Year Procedures

### IN BRIEF

**Delivery:** Instructor-led course

**Duration:** 3 hours

**Class size:** 10 Students Max.

**Cost:** \$250 per person + GST

**Inclusions:** Expert instructor, comprehensive course manual, individual computer access, and fully catered morning or afternoon tea.

**Products Covered:**  
HR3 Payroll

### Course Description

The Year End Procedures course describes the year end procedures for the completion of the current financial year and the definition of the new financial year.

The course is designed to prepare and assist HR3pay users with the processing of year end procedures required to maintain and manage their payroll.

### Audience

This course will benefit Pay Office staff, Accountants and any others involved in the processing of Year End Procedures for payroll.

### Objectives

On completion of this course, attendees will be able to follow correctly conduct the four main processes involved in Year End and which are performed at the end of each Financial Year:

- Create and print the ATO Payment Summaries (Group Certificates) and associated Audit Report
- Create the ATO end of year data file (EMPDUPE)
- Run the Year End process which creates a new financial year calendar and updates the Tax Scales
- Archive any terminated employees