



SYLLABUS – CONSTRUCTION PAYROLL

CREATING AND MAINTAINING FILES

- Payroll configuration
- Departments
- Employees
- Opening balance
- Tax tables

CURRENT OPERATIONS

- Timesheets
- Payroll entries
- Correcting and deleting payroll
- Printing payments
- Direct deposit transfer to the financial institution

REPORTS

- Payroll reports
- Payroll journal
- Remittance journal
- Record of employment
- Inactive employees