



# Diploma of Payroll Services

National ID: FNS50422 | State ID:BHW7

## Gain the skills to specialise in payroll

Businesses across Australia need well-trained payroll personnel who are knowledgeable and can maintain accurate payroll systems. In this course you will learn how to **establish and use payroll systems** using **KeyPay**, a cloud-based payroll platform.

You will learn to perform sometimes **complex tasks**, including preparing salary packaging arrangements and additional allowances, processing superannuation payments, and processing employee terminations.

## Gain these skills

- Experience using KeyPay
- Establish and maintain a payroll system
- Use, prepare and analyse data in established payroll systems
- Process salary packaging and allowances, superannuation payments and complex employee terminations
- Understand industrial relations and modern awards

## Your qualification prepares you for roles such as:

Payroll Administrator | Bookkeeper | Payroll Manager Payroll Officer

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## Course Overview



Location	Duration	Competitive	Selection criteria
Perth	One semester	No	No selection criteria