

M. Y. O. B. Payroll Assignment

"Rest Assured"

GENERAL INFORMATION

You, Jack Riverton, have just been appointed manager of the the Rest Assured Cemetery. You currently have three staff and M.Y.O.B with payroll has just been installed in your office. Your admin officer, Albert has little experience of computerized payroll and requires your assistance for the first few pays. You have the following information presented to you:

- * Employee Payroll List & Current Leave Entitlement Detail (for "life" ie including opening balances)
- * Balance Sheet -- showing outstanding Superannuation and PAYE Income Tax for June
- * Pay days are weekly with individual cheques being supplied to staff. The next cheque is no. 1100
- * Work Placement Agreement re holidays and sick pay: Holidays not taken during the year in which they are earned are carried forward; sick days are not.

REQUIRED:

1. For each pay period
 - enter the pay cheques
 - print off the "Payroll Advice" slips for each person
 - print "Payroll Activity Summary" for the pay period
 - Print the Disbursements Journal showing these pays
 - where necessary, enter the pay details for new staff & print a new "Employee Payroll List"
2. Enter the month end cheques and print off the relevant Cash "Disbursements" Journal.

