

Gold Payroll

Checklist - Tick off the completed tasks below



1. I have ran the final pay roll and finalised the period.



2. I have checked the opening balance of an employee and able to print an Employee Card.



3. I know how to check the pay period for each pay frequency.



4. I have successfully performed a random Employee Year to Date.



5. My pension provider has been migrated over and I know how to add a new Pension provider.



6. I know how to input Statutory Sick Pay and check Statutory Payment details.



7. I can input holiday and perform an average holiday calculation.



8. I know where to download and print reports that are relevant to me.