



CASPER Training

<u>Introduction</u>	<u>Notes:</u>
Set today's goals and aims	
About CASPER	
CASPER Menus	
Components of CASPER <ul style="list-style-type: none">- System & System Processes- Employees- Pay Types- Report & View Data- Timesheets- Payrun	

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System Setups

- **Status**
 - Company Details

- **Awards**
 - Entitlements
 - Base rates

- **Rates**
 - Specific rates
 - Proportional rates

- **Tax & Medicare**

- **Change Codes**

- **Add Opening Balances**
 - Use with CARE
 - No audit trail / history

Notes:

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<u>Pay Type Setups</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Allowances<ul style="list-style-type: none">- Code setup and grouping - Deductions<ul style="list-style-type: none">- Types- Pretax- Salary sacrifice - On-costs<ul style="list-style-type: none">- Superannuation- Salary sacrifice- Overheads - Timesheet Types<ul style="list-style-type: none">- Data entry types- One for each Pay Type	

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<u>Employees</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Lookup<ul style="list-style-type: none">- Code- Name- Searching<ul style="list-style-type: none">- Multiple searches- Multi-Tab setup<ul style="list-style-type: none">- Pages at bottom- Tabs at top- Attaching Pay Types<ul style="list-style-type: none">- Accounts- Allowances- Deductions- Oncosts- RDOs- Notes & Reminders- Company Reminders<ul style="list-style-type: none">- One off tasks- Periodic tasks- History<ul style="list-style-type: none">- Display- Print- Detailed- Leave- Enquiry / View only<ul style="list-style-type: none">- Balances	

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Reporting & View Data

- Selecting Reports
- Report options
- Job streams
- Export Data
- Merge with Word
- Designed for export??

Notes:

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<u>Timesheets</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Pay Cycle<ul style="list-style-type: none">- Automation- Description - Timesheet Entry<ul style="list-style-type: none">- Manual for timesheet employee- Keyboard entry - Edit<ul style="list-style-type: none">- Keyboard entry - Screen Setup<ul style="list-style-type: none">- Customise the layout - Tax and Adjustments<ul style="list-style-type: none">- Multiple levels of tax- Split payslips - Standard Timesheets<ul style="list-style-type: none">- Automate common entries- Beware deletes - Importing Timesheets<ul style="list-style-type: none">- Spreadsheets- Basic entries	

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<u>Payrun</u>	<u>Notes:</u>
<ul style="list-style-type: none">- Locking a Pay,<ul style="list-style-type: none">- Why- Unlocking - Payrun<ul style="list-style-type: none">- Groups- Pre payrun reports - Special Pays<ul style="list-style-type: none">- One off- Reversals - Payrun Check Reports<ul style="list-style-type: none">- PAYRUNCHECK Job Stream - Payrun Reports<ul style="list-style-type: none">- PAYRUN Job Stream - Updating Pays<ul style="list-style-type: none">- Now or Later	

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<u>Periodic Procedures</u>	<u>Notes:</u>
<ul style="list-style-type: none">- End of Month<ul style="list-style-type: none">- Reports- Processing - FBT - End of Year<ul style="list-style-type: none">- Payment Summaries- Pre EOY Housekeeping- End of Year - Backups and Restores	

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Questions:

A large, empty rectangular box with a thin black border, intended for the user to write their answers to the questions listed above.