



AUSTRALIAN COMMUNITY SERVICES EMPLOYERS ASSOCIATION

ACSEA PAYROLL SERVICE: OUTLINE

Whether you use the ACSEA Bookkeeping Service or not we would be please to meet your payroll needs, utilising all of our Human Resources knowledge and skills to ensure accurate payments under the various Awards.

From your original advice of each employee's details and status (on ACSEA forms) we will verify Awards, pay rates, entitlements etc and initiate a MYOB file to store those details and keep record of all employee provisions.

Upon receipt of your ACSEA Time Sheet Summary we will calculate your fortnightly payroll and advise the figures to your Treasurer for review and approval.

From that point two options are available:

1. You can make the required payments yourself, or
2. If you prepay an agreed amount of clear funds to our Payroll Account, and replenish that amount on an Imprest basis, we will make the payments by EFT on your behalf.

Apart from Payroll processing we will provide:

- **Automatic** update of Award payments
- **Monthly** figures for remittance of Superannuation
- **Quarterly** figures for wages and PAYG Tax for your BAS or IAS
- **Annual** Group Certificates

NB: If you contract for the Bookkeeping Service we will reconcile the above Monthly, Quarterly and Annual figures to your Books of Account.