PAYROLL PROCESS

Viridity Client

viridity
PARTNERS IN GROWTH

START HERE

Step 1. The Client provides new hire information, pay rate adjustments, and verifies timesheets (if necessary).

Step 2. Viridity reviews the information received.

Step 3. Viridity processes any changes advised and processes payroll.

Step 4. Viridity runs payroll reports and forwards them to the client.

Step 5. The Client reviews and approves the reports or provides feedback for changes. (If changes are required, steps 2-4 are repeated for accuracy).

Step 6. Viridity electronically distributes payslips, creates payment file(s), and uploads them to the bank.

Step 7. The Client approves the payment.

Step 8. Viridity manages various financial tasks, including General Ledger posting, Single Touch Payroll (STP) filing, Payroll Tax, Superannuation, Workers Compensation, and Instalment Activity Statements (IAS).

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