Xero Payroll & Invoicing Process

Objective: To standardize how UAC staff use Xero for payroll (employee wages) and individual invoicing (e.g. for freelance trainers, service charges), ensuring accuracy, compliance, and timely processing.

Scope: Covers all staff responsible for payroll, HR, accounting, and billing/invoicing in UAC clubs.

Responsibilities

- Payroll Administrator / HR Staff: Enter employee data, run pay runs, reconcile.
- Accountant / Finance Lead: Review, approve, ensure compliance, do audits.
- Billing Staff / Ops Manager: Create, send, and follow up individual invoices for services.

Procedure & Process Flow

Here's a simplified process flow (6 steps) and details for each:

Step	Action	Details / Sub-tasks	Responsible
1	**Setup & Configuration**	- Configure payroll settings (pay calendars, tax settings, superannuation rules) - Add employees / contractors with personal, bank & tax details - Set up invoice settings (branding, tax rates)	Payroll Admin / Accountant
2	**Data Entry & Validation**	- Enter hours, salary, bonus, deductions - Check leave, overtime, reimbursements - Confirm all employee data is correct	Payroll Admin
3	**Run Payroll / Pay Run**	- Initiate pay run - Xero calculates gross, taxes, net pay - Review summary & preview payslips	Payroll Admin / Accountant
4	**Submit & Publish**	- Approve pay run - Post journals to accounting - Publish payslips to employees	Payroll Admin / Accountant
5	**Invoicing Individuals**	- Create invoice for services (e.g. freelance training) - Select client, service, rate - Review totals, apply GST/tax - Send invoice to client (email or PDF)	Billing Staff / Ops
6	**Reconcile & Report**	- Confirm payments received (bank reconciliation) - Match payments to invoices - Review payroll reports (tax, super, EC deductions) - Archive and audit	Accountant / Finance Lead

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Additional Notes & Best Practices

- Always backup / save before processing large changes.
- Use draft mode in Xero if unsure, then review before final approval.
- Periodically audit employee records & invoice history to detect anomalies.
- Maintain clear naming conventions (e.g. "Payrun_2025-10_ClubA") and version control.
- Keep training materials or internal guides referencing the above YouTube tutorials.
- Ensure compliance with local employment, tax, and superannuation laws (Australia).

Link to Xero Payroll Video tutorial:

Overview and setting
https://www.youtube.com/watch?v=orocreemqwQ

Setting up employees
https://www.youtube.com/watch?v=hVXS0_kgzq4

Processing payroll
https://www.youtube.com/watch?v=Nzn2utPPGHE

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