

What is this course about?

This one day course covers all aspect of Sage Payroll. It will show you how to make the maximum use of the software and how it will speed up the running of your payroll and give you all the information you need for your business and the Inland Revenue. You will learn about holidays and absence, pensions, SSP & SMP and all the other major features of payroll.

Who is this course for?

This course is suitable if you have some basic knowledge of payroll. It will be suitable for you if you are responsible for running your company payroll .

How can I prepare for this course?

You should be familiar with using a keyboard or mouse on your computer and it is helpful if you have loaded your software and had a look around the menus before you come on the course. If you are not comfortable with payroll principles then we would suggest that you attend our 'Understanding Payroll' course.

What does the Course cover?

System Overview

Understanding basic principles and processes involved in running payroll.

Government Legislation

Understanding the tables and how they work.

Getting started

How to set up your Company Preferences and details of your employees.

Pensions

Setting up pension types

Processing Your Payroll

The regular routine and steps to take in processing your payroll.

Holiday & Absence

You will learn how to record holidays and absence together with SSP and SMP.

Holiday Pay

How to calculate holiday pay

Other Payments and Deductions

You will learn how to deal with such things as Tax Credits and Attachments to Earnings Orders.

Reports

Where and how to get the reports that you need.

Period End

What to do each month and at the year end.

To reserve your place or call for advice
(01432 761884

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