

Duration: 1 day

Aims: Delegates learn about the latest payroll best practice and legislation. This course has the objective of teaching the delegates how to setup and operate a basic payroll system.

Topics

- Sage Payroll settings: an overview of the system and the settings used.
- Employee records: how to create and manage records for members of staff.
- How to locate personnel details, and search for employee records.
- Setting up payments: how to set up the elements for pay, how to pay your staff and calculate tax and national insurance contributions.
- Administering a company pension scheme.
- The awarding and calculation of statutory sick pay.
- The awarding and calculation of statutory maternity pay.
- Preparing for the year end payroll run.
- How to set up a new tax year.