

Our Courses. Your Future

Combined Theory & Sage Payroll

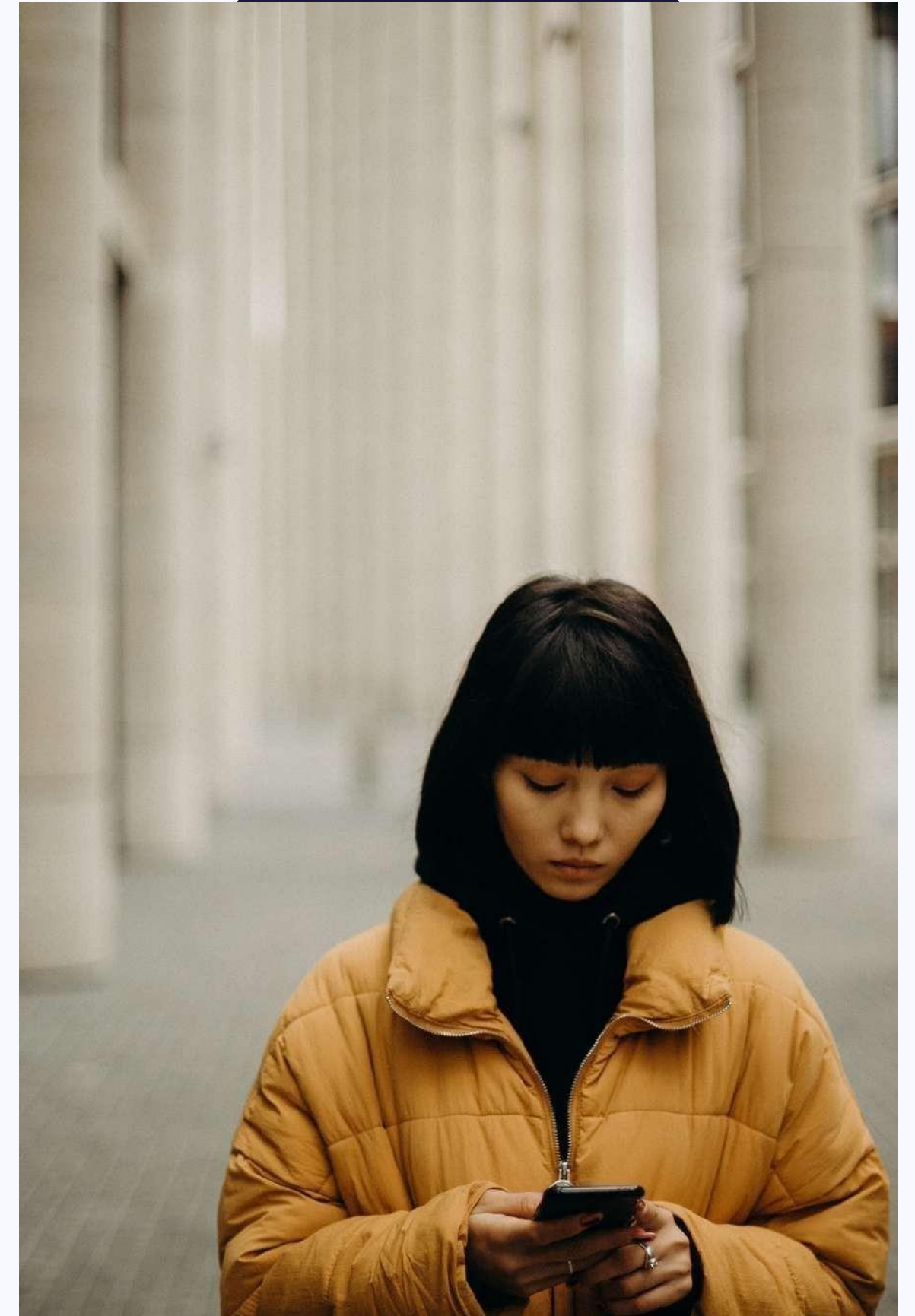
4 Day course



Expect to Learn



- Who is it for?
- Training Values
- Course Details
- Career Path
- Requirements



200+

PROFESSIONALS
DID THIS
COURSE LAST
YEAR

Who is it for?

- Ideal for those who are new to payroll and require training on the fundamental elements of payroll processing.
- Suitable for Payroll Admin Teams, HR Teams and CIS teams using Sage.



Training Values

Providing participants with an environment that will empower them whilst developing their skills To act as a catalyst for effective partnerships between employers and employees Rewarding dedication, commitment and effort by the provision of best-in-class training Committed to fulfilling clients' needs and managing the expectations of both learners and employers Working in accordance with best practice Celebrating the success of other



Course Details

About Target Audience

Payroll is among one of the most important functions of an organisation. It manages the financial relationship between employers and employees.

Core Concept

This highly popular course includes both theory and digital payroll skills.

Skills

You will gain practical experience on how to run a payroll, so you get to know the processes, legislation and procedures.

Environment

Small classroom based type workshops with the option for 1-2-1 tuition at our Nationwide training venues.





Day 1 & 2 Theory

2 day course combines the essential elements for you to understand the core requirements of UK Payroll legislation in respect of tax and NICs system, Deductions like maternity, sick pay, annual leave, Pensions, and more as dictated by HMRC.

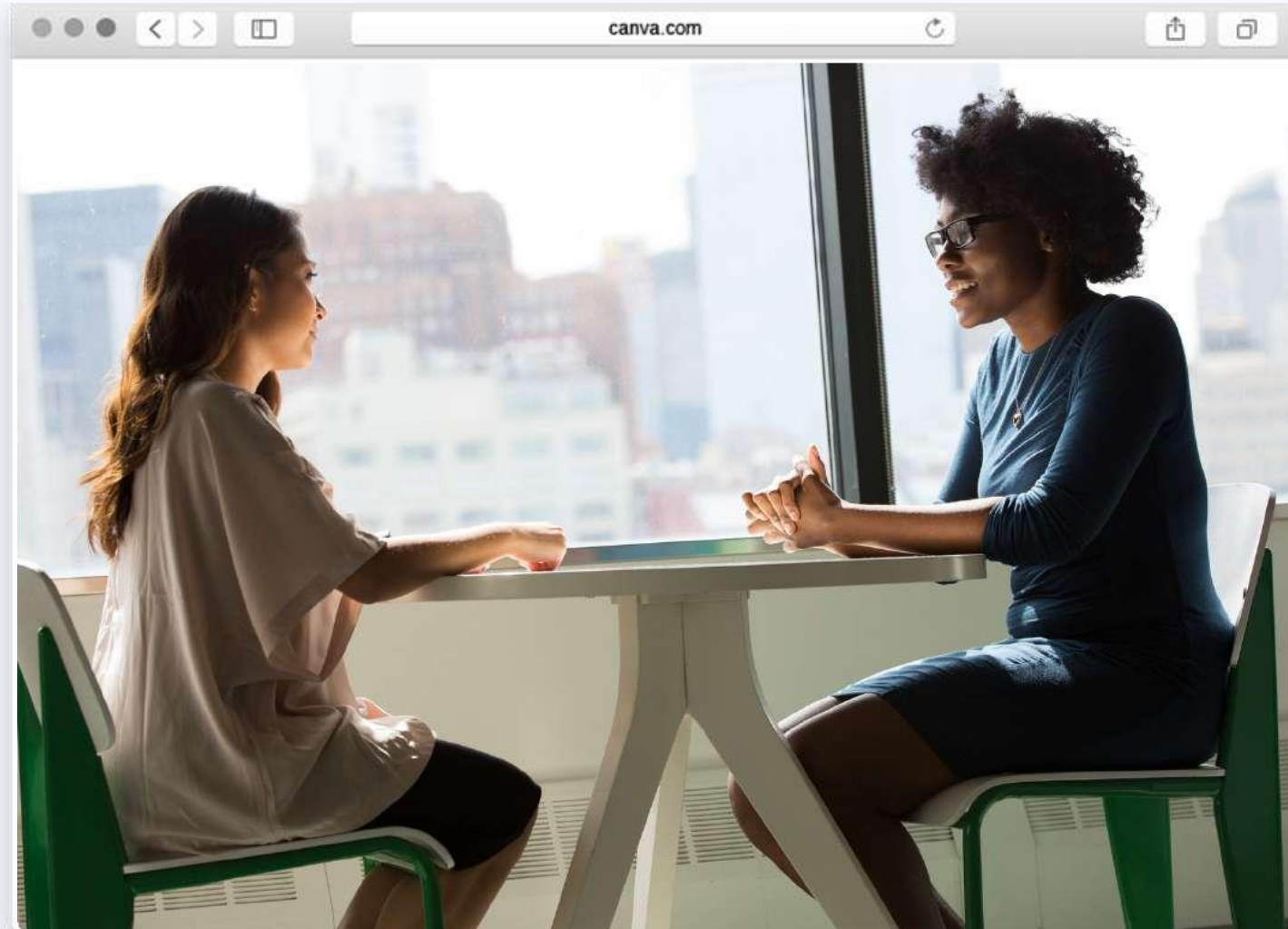
Day 3 & 4 Practical

Day 3 & 4 training will help you to have some practice and applied what you've learned on days 1 & 2. Allows users to calculate salary payments for their staff. This training program is designed to help trainees understand Sage Payroll and its capabilities as a payroll management tool.

Day 1 & 2

Key points will consist of :

- Topic 1: Payroll Administration
- Topic 2: Introduction / Employment Law
- Topic 3: Starters and Leavers
- Topic 4: Tax
- Topic 5: National Insurance Contribution
- Topic 6: Minimum Wage
- Topic 7: Holiday Leave
- Topic 8: SSP
- Topic 9: SMP
- Topic 10: Student Loan
- Topic 11: Child Care
- Topic 12: Automatic Enrolment



Day 3 & 4

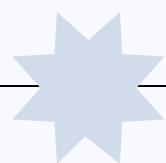
- Navigate confidently in Sage 50 Payroll
- Check the legislation settings in your software
- Configure your software to suit your company requirements

Set-up and amend:

- Employee Records
- Payments and Deductions
- Basic Pension Schemes
- Users and Access Rights
- Understand reports in the system that aid in the completion of tasks such as Pay Elements Reports and Company Detail reports
- Run a basic weekly or monthly payroll
- Email appropriate payslips to employees
- Perform and submit RTI routines including:
 - Full Payment Submission (FPS)
 - National Insurance Number Verification (NVR)
 - Employer Payment Summary (EPS)
- Correct errors during processing using the Rollback and Restore functions
- Set up new starters and process leavers
- Complete Period End Routines including producing the P32
- Process electronic payments to employees and HMRC directly from Sage Payroll

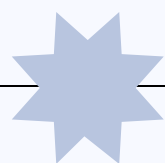
Day 4: Left for Practice on Sage Payroll Software, candidates will require laptops.

Is it something you've been looking?



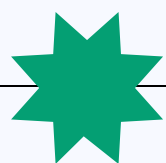
Career Path

Payroll Administrator
Payroll Manager
International Payroll Manager
HR Manager
CIS specialist



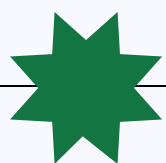
Requirement

There are no prerequisites or entry requirements, as long as you want to get more experience in the field of Payroll, this is the right place for you.



Financial Options

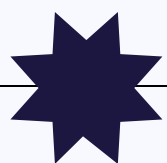
Further discounts for upfront payment. Instalments also available



Reward

Acudemy Certificate of Completion
Attendance Continuous Personal Development (CPD)

Sage Payroll Level 1 Certification



What you get

Course Material
Recording of Training
Aftercare Course Support

Enroll Now

Don't hesitate to reach out.



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EMAIL US

info@acudemy.com



VISIT US

6 Training Venues

