

Our Courses. Your Future

Sage Payroll

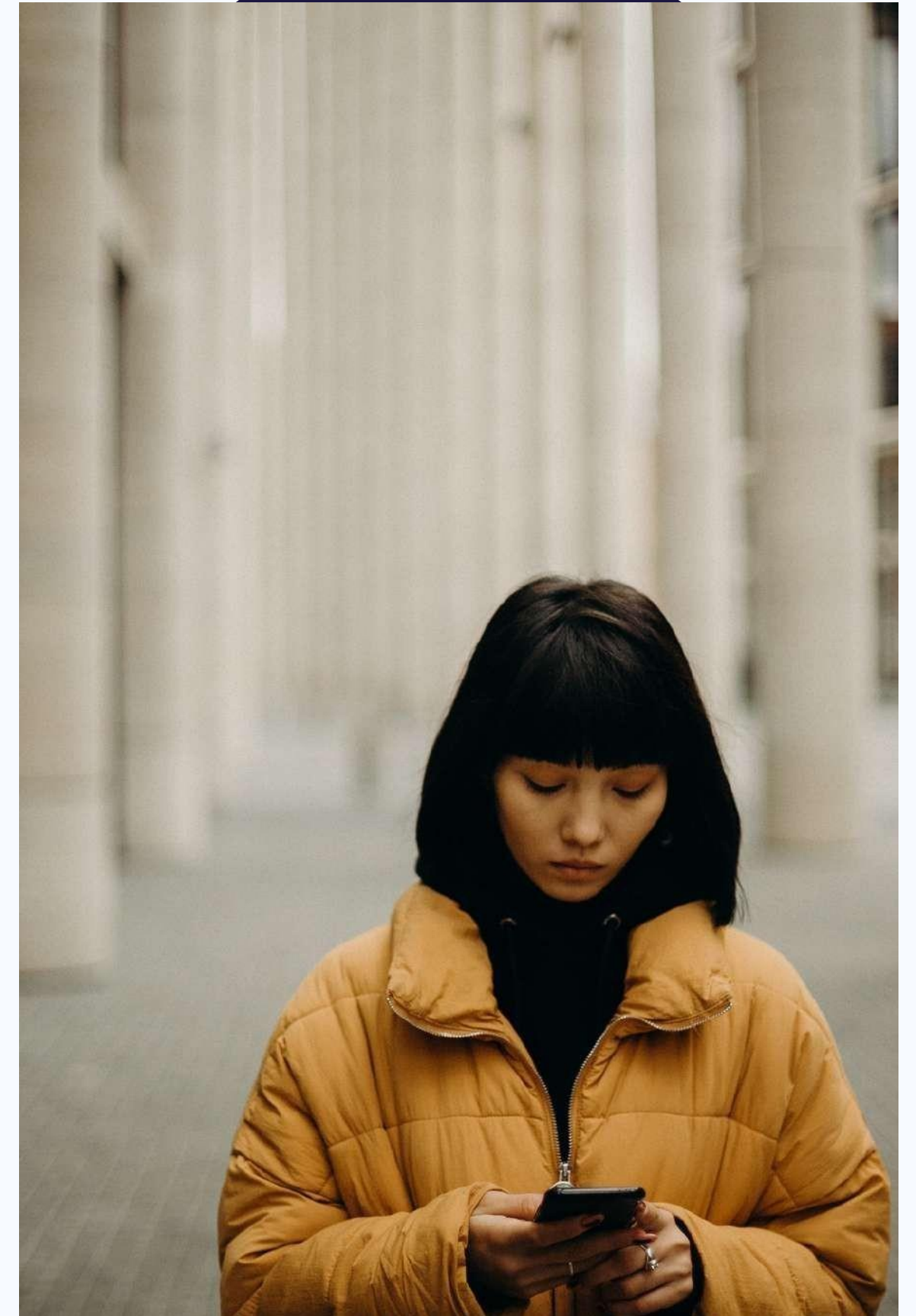
2 Day course



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?

The Sage Payroll course is an excellent starting point for those new to payroll and requires training on the fundamental elements of Payroll processing.



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

Sage Payroll Training is a training course designed to help you learn about Sage Payroll.

Sage Payroll is a payroll package that allows users to calculate salary payments for their staff.

Core Concept

Core aspects of payroll, but also provides a foundational knowledge of specialised and irregular aspects of payroll.

Skills

This training programme is designed to help trainees understand Sage Payroll and its capabilities as a payroll management tool.

Environment

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



Course content

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

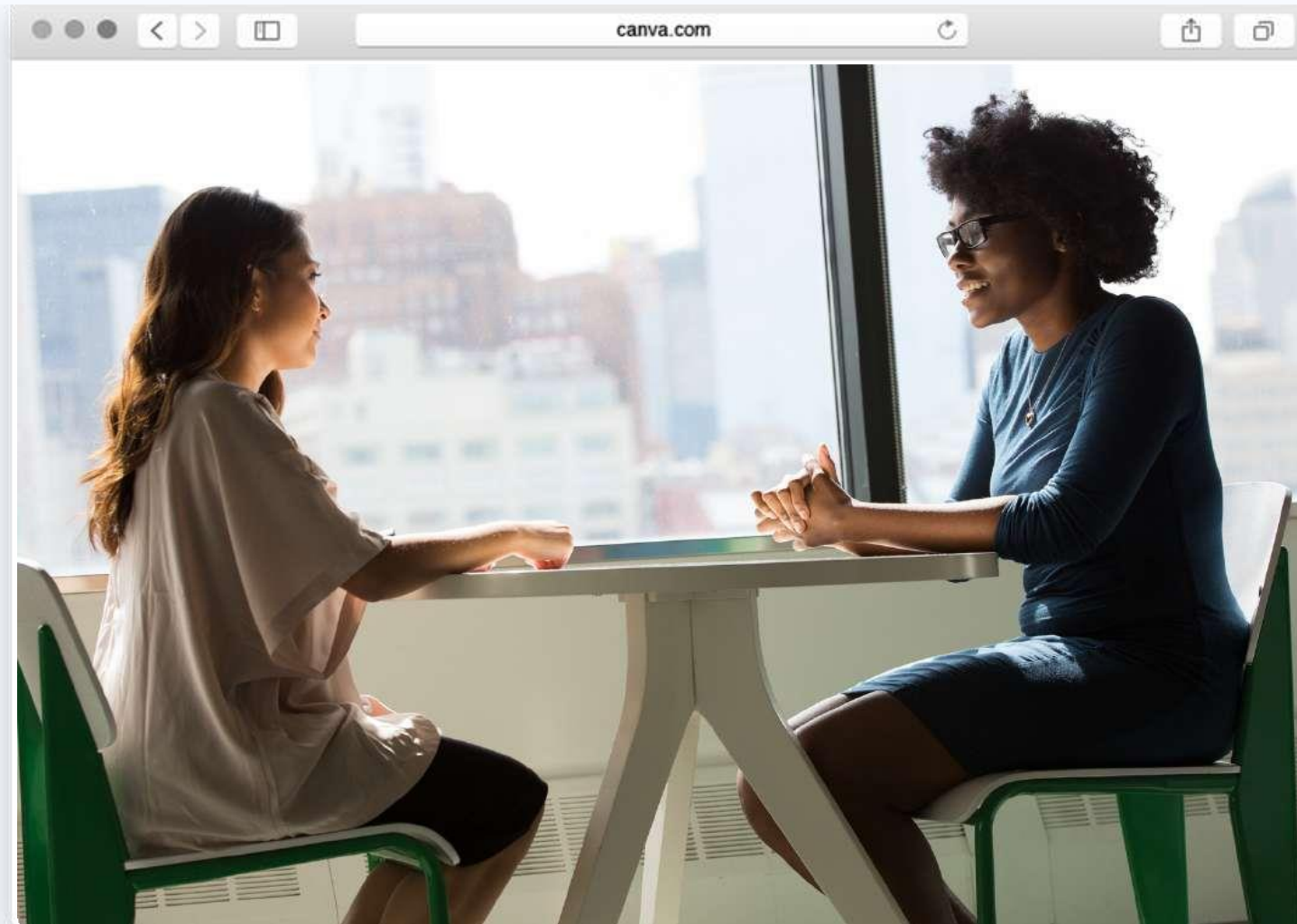
Setup and amend:

Setup and amend:

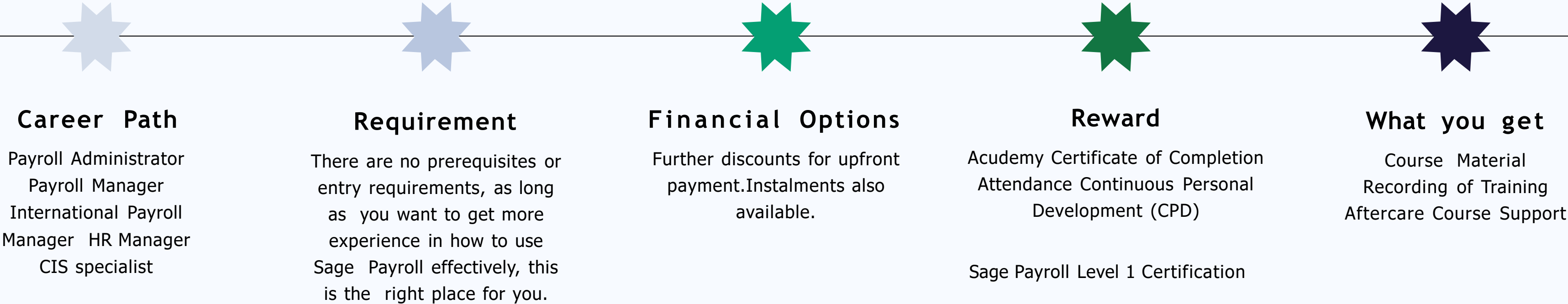
- Employee Records
- Payments and Deductions
- Basic Pension Schemes
- Users and Access Rights
- Understand reports in the system that aid in the completion of tasks such as Pay Elements Reports and Company Detail reports
- Run a basic weekly or monthly payroll
- Email appropriate payslips to employees
- 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 2: Left for Practice on Sage Payroll Software, candidates will require laptops

Please note that SAGE installation do not support MAC. The only way round this, is if your MAC system has the latest Windows Emulator.



Is it something you've been looking?



Enroll Now

Don't hesitate to reach out.



CALL US

020 3907 9029



EMAIL US

info@acudemy.com



VISIT US

6 Training Venues

