

Sage Line 50 Payroll

Training Outline

Payroll Processing

Overview

Suitable for users of both Sage Payroll and Sage Payroll Professional This two day course provides a fundamental understanding of the skills needed to operate Sage Payroll.

The course is also essential training for those users who have upgraded from a DOS version of Sage Payroll.

After this course you will be able to set up and operate the payroll software from start of use through to year end, taking full advantage of its powerful capabilities.

Who should attend?

It is essential for the person responsible for payroll and, where possible, their holiday/sickness replacement.

Preparation

You should be comfortable with payroll terminology (such as PAYE, P45, SSP, and so on) but need not be an expert in manual payroll. You should also familiarise yourself with the software. If company pensions are used we suggest that the exact details of the scheme are defined.

Please note that the course is aimed at using payroll software and should not be regarded as a guide to payroll schemes and regulations.

Topics Covered

Planning

Learn about changing from a manual system and associated parallel running and cross checks.

Company Details

Learn how to create payments and deductions; also learn about Department options & pension schemes.

Government Tables

Learn how to maintain PAYE and NI tables.

Employee Details

Learn to create records & record essential information.

Payroll Run

Investigate the payroll cycle and learn how to enter payments. Also, learn about checking reports, spotting mistakes, and the P32 run.

Starters and Leavers

Discover how to record new staff or remove staff with or without P45 details and how to generate P45 details.

SSP/SMP

Learn about the preparation and recording of statutory sick and maternity pay. Find out how to process payments and the 'make up' to basic routines.

Holiday Pay

Learn how to enter holiday pay and calculate PAYE.

Data Security

Learn why and how to back up data.

Year End

Learn how to produce and check year end reports & prepare for a new tax year.

Company Cars and Class IA NIC

Discover how to create & maintain vehicle records, and how to cope with 'first' and 'second' vehicles, and concurrent & non-concurrent vehicles. Learn about maintaining mileage records to support returns & about choices at year end for making the payment.

The Holiday and Absence Diary

Learn how to set up holiday schemes. Also, learn about accrual of holidays, maintaining records of holidays booked and taken, recording absences using the diary, and reporting on holidays & absences.

Links to Sage Accounting Software

Learn about preconditions for linking payroll and accounts, choice of nominal coding, generating the transactions, and the effects of different software versions.