

Sage Payroll

Course Duration : 1 day

Course Overview

This course is aimed at those who need to process Payroll on a Sage 50 system. It will give you all of the information necessary to set up Sage 50 Payroll to suit your business, and to process day to day transactions including: making payments, deducting PAYE and NI, processing attachments, student loans and statutory payments. It will also cover calculating how much you need to pay to HMRC each month, and submitting information to HMRC as and when required. This 2 Day course also covers calculating and recording holidays and pensions in detail, as well as further options including timesheet entry, nominal link to Sage Accounts, loans, statement of employment & personnel information.

Prerequisites

- This course assumes basic knowledge of computer use – using a keyboard and mouse, left and right clicks, basic knowledge of Windows etc.
- As Sage Payroll calculates all statutory deductions such as PAYE, NI, and student loan repayments, it is not necessary to have a full knowledge of Payroll legislation, however some understanding of the basic principles of PAYE and NI would be an advantage.

Objectives

Delegates will be able to:

- Set up Sage Payroll for your company – payment types and rates, holiday schemes, pension schemes.
- Set up employees and assign the correct payments, deductions, holidays, and pensions to them.
- Process day to day Payroll, print payslips and other relevant payroll reports.
- Process statutory payments including SSP, SMP & SPP

Course Content

General Navigation

Finding your way around the Sage Payroll Interface

Company Settings

Setting up General information at a company level

Pay Elements

Setting up standard payment types
Pre and Post tax payments
Pre and Post Tax deductions

Setting up an employee

New Employee / Employee Wizard
The Employee Record
Assigning payments and deductions to employees

General Processing

Process Date
Reset Payments
Timesheet entry
Enter Payments
Pre-Update Reports
Update Records
Nominal Link (sending information to Sage Accounts or to a CSV file)

RTI & E-Submissions

E-submission settings (to enable RTI submissions direct from Sage Payroll)
Submitting RTI information to HMRC

Common Statutory Payments

Statutory Sick Pay
Maternity and Paternity Pay
Make up Basic

Pensions

Setting up a pension scheme
Assigning pensions schemes to employees
'Manual' pension schemes



ADDITIONAL MODULES AVAILABLE FOR PRIVATE TRAINING

Holiday Schemes

Company Holiday Schemes
Assigning schemes to employees
Advance holiday pay

Additional Payments and Deductions

Net Payments
Factored Payments
Attachment of Earnings Orders
Student Loans
Employee Loans

Further Employee Information

Statements of Employment
Personnel Information
Employment History

Advanced General Information

Security and access rights
Historical Data & Reports

Data Integrity and Error corrections

Health Check
Backup
Restore & Recover
Rollback

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377