

# Sage Payroll

**Category:** Sage Accounts, Sage 50 Payroll

## Getting Started

- Starting Sage Payroll
- The main program window, the tree view
- Exiting Sage Payroll
- Backing up and restoring data
- Payroll basics
- Month end

## Company Settings

- Company details
- Bank & coinage
- Tax funding
- SSP/SMP funding
- IR payments

## Government Legislation

- PAYE details
- NI rates, SSP rates, SMP rates
- Car details, Car bands
- Student loans

## Company Specific Data

- Entering a pension scheme
- Pension scheme details

- Pay elements
- Employee & employer contribution

## **Employees**

- Adding, updating employee personal details
- Adding employment details
- Changing rates of pay
- Entering Year-To-Date values

## **Processing the monthly payroll**

- Processing date
- Entering payments
- Pre-update reports
- Updating records

## **Other Payments**

- Salaries calculated on an hourly basis
- Manual SSP calculations
- A new weekly paid employee
- Process & update : month 12/week 52
- Process & update : week 53
- Employee leaves
- Payment by BACS

## **Reports**

- Employee
- Company
- Legislation

## **Year End**

- Pre year-end tasks

- Year-end wizard : P11, P14, P60, P35
- Clearing the tax year
- Updating employee records
- Backing up data

## About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training courses, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

## Course Objectives

This course is suitable for all new companies and users setting up or using Sage Payroll. Become in complete control of your payroll processes. On this course you will gain an understanding of Government Legislation, processing payments and much more.

## Course Details

Duration: 1 Day

Timings: 9:30 - 16:30

## Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course.

## Training Locations

This training is delivered as a closed course at your company's premises. We can bring our mobile IT classroom to any UK or European location, so no matter where you are based, SquareOne can come to you.

## Where We Have Trained

SquareOne have delivered training solutions throughout the UK in locations such as London, Liverpool, Wirral, Merseyside, Blackpool, Manchester, Sussex, Surrey, Hampshire, Edinburgh and Belfast. We have also trained at international locations such as France, Germany, Switzerland, Scandinavia and USA.

Training has been delivered to a diverse range of industries including oil and gas, agriculture, automobile manufacture, food production, the arts and finance.

## BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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