

Sage Payroll – Level 1

Course Length: 8 - 12 hours flexi-study

Overview: Students will learn introductory Sage Payroll skills.

Prerequisites: Computers for Beginners or equivalent knowledge.

Course Content:

- Before You Start
- Program Basics
- Backing Up & Restoring Data
- Payroll Basics
- Company Settings
- Government Legislation
- Pension Schemes
- Pay Elements
- Adding New Employees
- Employee Records
- Changing Rates of Pay
- Entering Year-To-Date Values
- The Processing Date
- Entering Payments (Month 10)
- Pre-Update Reports
- Updating Records
- Salaries Calculated on an Hourly Basis
- Manual SSP Calculations
- Process
- Update & Reset Payments (Month 11)
- A New Employee Paid Weekly
- Process & Update (Week 50)
- An Employee Leaves
- Payment by BACS
- Process & Update (Month 12 & Week 51)
- Process & Update (Week 52)
- More Reports & Historical Data
- Year-End Procedures
- The Startup Wizard

A Workbook is provided to each person attending the course. This is an essential guide during the course and an excellent source of reference material once the course has been completed.

What Next?

- Sage Payroll Level 2
- Sage Accounts
- ECDL

Our training methodology allows students to work at their own pace. Course duration may therefore vary.

Sage Payroll – Level 2

Course Length: 8 - 12 hours flexi-study

Overview: Students will learn advanced Sage Payroll skills.

Prerequisites: Sage Payroll Level 1 or equivalent knowledge.

Course Content:

- Before You Start
- Program Basics
- The Tree View & Criteria
- Global Changes
- Departments & Employee Analysis
- Pension Schemes
- Holiday Schemes
- Advancing Pay & Paying Holiday Funds
- Statutory Sick Pay & Recording Other Absence
- Statutory Maternity Pay & Other Statutory Payments
- Company Cars
- Student Loans
- Working Tax Credit
- Setting Passwords & Access Rights
- Contacts, Options & WebLinks
- Linking the Payroll to Accounts

A Workbook is provided to each person attending the course. This is an essential guide during the course and an excellent source of reference material once the course has been completed.

What Next?

- Sage Accounts
- ECDL

Our training methodology allows students to work at their own pace. Course duration may therefore vary.