

# Payroll Principles with Pitman Training

**Our Payroll Principles course is a great short course for anyone wanting to know more about the theory behind running company payroll.**

You'll start at the beginning with an overview of exactly what payroll is and go through all the key elements involved in processing the payroll including RTI, Statutory Payments and employee data protection.

The course can be studied in any of our handy local centres, or alternatively, if you prefer you can do your payroll training online, using our distance learning system. Either way, you'll have the full support of our Course Advisors for the duration of your studies. Once you've successfully completed the course, you'll get a Pitman Training Certificate to confirm your newly learnt skills.

## Designed for

This is a great introductory course for beginners who are looking to work as a Payroll Assistant, Payroll Clerk or Payroll Officer. The course is also great for anyone looking to work in HR where Payroll can be a key responsibility, or anyone who is taking on the company payroll in their current responsibilities.

## Pre-requisites

Before starting this course knowledge of Microsoft Word would be preferred.

## Objectives

This short course is designed to give you an overview of the theory behind running a payroll. Once you've gained the theoretical knowledge, you will be in the perfect position to go on and learn how to use a computerised payroll program and put everything you've learnt into practical use. From there you can look to gain prestigious qualifications such as AAT Level 2.

## Course Content

**Lesson One:** You'll start by learning to understand what Payroll is, the roles and responsibilities of payroll, requirements of Real Time Information (RTI), understanding the differences between employed and self-employed, overview of employee rights.

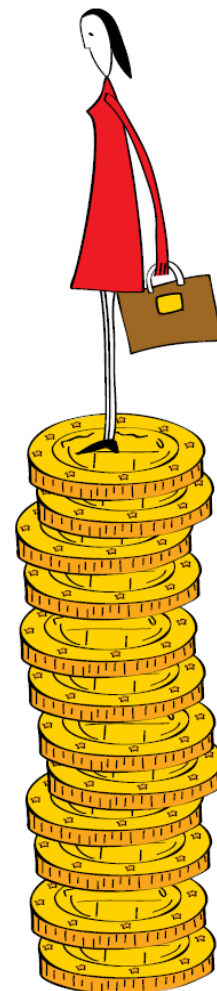
**Lesson Two:** You'll look at what employee information is held by a business, the importance of data protection, the purpose of a P45 or starter checklist, how the PAYE system works, student loan repayments, recognising the different elements on a payslip.

**Lesson Three:** In the final lesson you'll cover statutory payments, including Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay. You'll then look at the steps to follow when an employee leaves and the process to follow at payroll year end.

## Benefits

- Develop an awareness of the function of payroll in a business
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration: 4 hours**



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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