



# Payroll Principles 2018



If you're completely new to payroll, this short course offers the opportunity for you to gain an insight into the underlying legislative and operational principles behind the processing of payroll.

## IS THIS FOR YOU?

This introductory course will help you learn the principles behind the processing of a company payroll. It is most suited to those who have never worked or processed payroll before, so if you're new to this role and are looking to work as a Payroll Clerk or Payroll Administrator, this course is ideal.

The course acts as a precursor to a computerised payroll course such as Sage Payroll.

## ABOUT THIS COURSE

This is a great short course that can help you get to grips with the general principles of payroll. You'll start right from the very beginning and look at the role and responsibilities of running a payroll and then progress to learning the basic processes, legislation and regulations you will be required to adhere to.

It is a very effective and concise course, being just 4 hours in duration. You will study online through our campus and can choose whether to do this in one of our local training centres, or from work or home.

**There are three lessons covering a range of topics:**

**Lesson One includes:** what is meant by payroll; associated roles and responsibilities; information around complying with the requirements of Real Time Information (RTI) employment status; employee rights.

**Lesson Two includes:** employee information necessary to a business; data protection; the P45 and starter checklist; the PAYE system; National Insurance; student loans; the structure and content of payslips.

**Lesson Three includes:** statutory payments including sick pay and maternity, paternity and adoption pay; processing leavers; payroll year end.

On successful completion of this training course you will receive a Pitman Training certificate. If you then wish to progress further, you will be in a great position to further your knowledge by learning how to run a payroll using a computerised program, such as Sage Payroll.

## AIMS AND OBJECTIVES

This short course is designed to help you learn the basic processes, rules and regulations behind the processing of payroll in readiness to study a computerised program.

## PRE-REQUISITES

Prior to starting this training you will need a basic working knowledge of Microsoft Word. It would also benefit if you have a good standard of written and spoken English.

## CAREER PATH

This is an excellent foundation course if you're looking to work either as a Payroll Clerk or within a HR role. Further in-depth training could lead to roles such as HR Administrator, HR Manager, Payroll Administrator, Payroll Coordinator or Payroll Manager.

## COURSE DURATION: 4 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*



## CPD POINTS: 4

*(Awarded CPD points upon successful completion).*

**To find out more about this or any of our courses, speak to one of our course advisors.**

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

**020 7256 6668**

or visit: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

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