Sage Payroll

Of all our finance courses, Sage training is the most popular and the most in demand. This payroll training course will help you gain the understanding and practical skills you need to use this popular payroll software. This course will prepare you to gain an IAB Level 2 Award in Computerised Payroll.

IS THIS FOR YOU?

The Sage Payroll course is ideal for those that already work within bookkeeping and accounts, have a basic knowledge of manual payroll systems and are looking to develop their career prospects. This course will teach you with computerised payroll up to a level 2 standard. If you're wishing to work within accounts or payroll office or a HR department, this course would be the best pick for you.

ABOUT THIS COURSE

Sage is an extremely popular software system that is used around the globe, in businesses large and small. To keep up with modern technology and be employable to most companies, you need to have knowledge of Sage Payroll. This course will make you a valuable asset to any company.

This course walks you through best practice methods of carrying out Payroll processes and HMRC reporting and payments, plus much more.

The course will take around 30 hours in total and will cover areas such as processing SSP, editing tax codes, producing an annual cost of wages and using advanced pay options. The list goes on but one thing remains the same: you'll be kept up-to-date on all of the latest technologies and methods used within Sage Payroll, giving you confidence to use it self-assuredly.

Successful completion of this course will prepare you to go on and gain an IAB Level 2 Award in Computerised Payroll*.

The course comprises eleven modules that you can work through at your own pace:

Module One – Including: setting up company details, pension and holiday schemes, pay elements, backing up data.

Module Two - Including: restoring data, entering employee details.

Module Three – Including: exporting a report in PDF, enter payments, set the processing date, update payroll, calculate the cost of wages, and understand the payroll cycle.

Module Four – Including: change an employee's NI category, enter adjusted payments, extract specific data, and pay reimbursements.

Module Five – Including: processing SSP, attachment of earnings order.

Module Six – Including: processing a starter, adding a photo, recording annual leave.

Module Seven – Including: processing SMP, SPP, correcting errors, processing a leaver.

Module Eight – Including: processing a new employee with/without a P45, using quick SSP.

Module Nine – Including: process weekly paid employees, changing a tax code, editing company settings, processing a new starter (apprentice).

Module Ten – Including: calculating time sheet information for weekly paid workers and completing a gross pay summary, using advanced pay option.

Module Eleven – Including: processing KIT days, processing end of SMP, dealing with pay for an employee who is dismissed for gross misconduct, produce an annual cost of wages.

* External examinations may need to be organised separately. Please speak to a Course Advisor for further details.

AIMS AND OBJECTIVES

By the end of this course, you will have a thorough knowledge of valuable computerised payroll skills using the renowned Sage software.

This course will help you gain the confidence needed to work with computerised payroll systems assuredly. By the end, you'll have a skill that will stand you in good stead with employers, giving you a route towards career progression.

PRE-REQUISITES

Ideally, you should know how to work your way through the manual payroll process before moving onto this course. If you're new to Payroll, take a look at our Payroll Principles course as a starting point.

CAREER PATH

If you're keen to work as a Payroll Administrator or Payroll Clerk, this course will help you gain valuable skills to prove your abilities to potential employers.

With further training, other roles where payroll skills are useful include HR Administrator or HR Manager.

COURSE DURATION: AROUND 30 HOURS
(Actual course duration will vary from individual to individual, based on prior skills and application).

CPD POINTS: 30
(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.**