

Manual and Computerised Payroll using Sage Quickpay

Purpose: The objectives of the Manual & Computerised Payroll programme are to provide learners with the knowledge and skills necessary to maintain payroll records manually and electronically in a small to medium sized organisation. In this course learners will use the Quickpay software package. Learners can use this qualification towards Level 5 Major Award Business Administration 5M2468

Main Objectives of Manual Payroll:

- Understand the concepts of the PAYE taxation system and terminology
- The importance of keeping up to date with legislation & budget changes
- Recognise the advantages and disadvantages of a Manual Payroll System
- Accurately calculate and process manual payroll using a range of scenarios
- Process and complete a range of reports

Main Objectives of Electronic Payroll system:

- Compare the differences between Manual & Computerised system
- Update personal details and process weekly and monthly time sheets
- Transfer correct information when personal details change
- Process end of period and end of year reports.

Course Content:

Manual

- Understand the concepts of the PAYE taxation system and Key Terminology
- Understand the concepts of the USC system
- Accurately calculate and process payroll including:
 - Gross pay
 - Net pay
 - Tax credits
 - Employer and Employee PRSI contributions
 - Temporary taxation system and refunds
 - Emergency taxation
 - Cumulative taxation
- Complete tax deduction cards
- Single and Joint assessment
- Completion of revenue forms

Computerised

- Set up pay frequency, payments and deductions
- Create and input employee details

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- Process weekly and monthly payroll
- Adjustments for bonus, overtime, expenses and commission
- Weekly and monthly reports
- Pay slips
- Submitting statutory documentation accurately including P45, P60, P30, P35

Assessment: Assignment weighting 60% Exam weighting 40%

Entry Requirements: Level 4 Certificate, Leaving Certificate or equivalent, and/or relevant life and work experience.

Qualification: Manual & Computerised Payroll QQI Level 5 N1546

Duration: 150 hours - classroom, self-learning and project work

For further information please call us on (01) 802 0417