

The IAgSA Payroll Distance Learning Training Course

If you'd like to really understand how to do the Payroll in today's office, get to grips with all the very latest PAYE legislation and Workplace Pensions too, then this training course is designed for you.

This course is applicable irrespective of whichever PAYE software you may be running - it's a Payroll course, not a software course.

Developed by:

SUM-IT
Software You Can Depend On

The IAgSA Payroll Training Course

Using professional distance-learning materials, the Payroll course can be studied entirely at home, at your own pace, fitting around your busy life.

The course is expected to take between 12 - 16 hours to complete, depending on previous experience, and is suitable for complete beginners and those who wish to brush up on their knowledge.

Topics covered in the course include:

- Tax & NI calculations
- Normal Payroll processes: weekly, 2-weekly, 4-weekly & monthly
- Normal Auto Enrolment processes
- Holiday, Sick, Maternity & Paternity pay
- Other Pay Additions & Deductions
- Joining & Leaving procedures
- Reporting through RTI: FPS & EPS
- PAYE Year-End processes & procedures

The course will also cover the legal framework surrounding PAYE.

Course material contains an up-to-date information file on PAYE and an exercise module, including practical exercises using the supplied Sum-It Payroll training software. You will also have access to assistance via Sum-It's Helpline.

On completion of the course the practical work is submitted for assessment, and an IAgSA Certificate and CPD points will be awarded.

The course price is £195.00 plus VAT for IAgSA members or £250.00 plus VAT for non-members.

***To purchase this course please go to
the IAgSA Shop at www.IAgSA.co.uk***