

Payroll – Manual & Computerised (SAGE) FETAC Level 5

Overview

The learner on completion of the course will be able to operate a payroll system both manually and on the Sage Quick pay system - a widely used and popular accounting programme. The course will give the learner the skills to understand the essential and appropriate terminology associated with personal taxation and an appreciation of preparing and maintaining payroll records.

Benefits:

- Recognised qualification in Payroll
- Learners will acquire the knowledge and skills to use both manual and computerised payroll systems
- Understand the essential and appropriate terminology associated with personal taxation
- Be able to accurately calculate & process payroll including gross and net pay; tax credits; employers and employees PRSI contributions
- Understand how the cumulative, emergency and temporary tax systems operate
- Appreciate the importance of accuracy and security in preparing and maintaining payroll records
- Be able to create and input employees details, process weekly payroll, payslips and reports
- Be familiar with and able to accurately submit statutory documentation including P45's, P60's, P30's and P35's
- This component award will link into an elective module for the full award for FETAC 5 Certificate in Business Studies/ Business Administration. This award can access entry into third Level Qualifications.

Content:

- The Manual Payroll curriculum will enable learners to understand the concepts of the PAYE taxation system; accurately calculate & process payroll including gross and net pay; tax credits; employers and employees PRSI contributions and temporary taxation systems and refunds and Complete Tax Deduction cards.
- The Computerised Payroll will enable learners to Install the Sage Quick Pay system and be completely proficient in all aspects of the system such as: creating & input employee details; processing weekly payroll, payslips and reports, dealing with Additions & Deductions & tax implications, Payment transactions including bank payment files and Submitting statutory documentation accurately including P45, P60's, P30's, P35's

Accreditation

Upon successful completion participants will receive a FETAC Level 5 Certificate in Manual and Computerised Payroll (SAGE)

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail info@midasgroup.ie or book online