

# Introduction to Sage Payroll

(1 day)

## Who should attend

Anyone who works with payrolls and wants to computerise their payroll system with this package.

Trainees should ideally have a certain amount of experience with payroll preparation.

## Course Outline

### ?? Introduction

- Fiscal information
- Company information
- Payroll production

### ?? Data Input Preparation

- Holidays
- Pensions
- On hold
- Directors
- Cars

### ?? Data Input

- Company details
- Bank account
- Pensions
- Cash option
- Departments
- Pay description
  - Basic*
  - Wages*
  - Overtime*
  - Bonuses*
  - Commission*
- Adjustments

### ?? Loans

### ?? Processing Payroll

- Weekly
- Monthly

### ?? Output reports

- Salary slips
- Payment summary
- Cheque reports
- Cash reports
- P32

### ?? Miscellaneous

- End of month
- Holiday pay
- P45's
- Backup procedure



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