

Sage Instant Payroll



Self Study Course

5 Workbooks

What do I learn?

This course helps you get setup and running with Sage Instant Payroll. You will process the payroll and view the calculation of tax and national insurance. You will produce reports and payslips, deal with statutory payments and the year end. You can take the free online tests provided.

By the end of this course you will:

- Understand the installation procedure for Sage Instant Payroll and navigate comfortably around your software
- Know how to setup payroll users and change passwords
- Understand where to check the legislation settings and how to set up your company details
- Learn how to create employee records and how to enter their year to date values
- Be confident to process a weekly or monthly payroll, understand the calculations behind the scenes and link payroll information to Sage Accounts
- Learn how to deal with starters and leavers
- Make best use of the housekeeping routines, such as backup, recover and restore
- Know how to advance holiday pay and how to record holidays and absences
- Understand how to process pensions, attachments of earnings orders and student loan deductions
- Understand how to deal with and process statutory sick pay, statutory maternity pay, statutory paternity pay and statutory adoption pay
- Know how to process the payroll month end, the payroll year end, e-Submissions and how to use e-Banking

Distributor

This course includes:

- 180-day version of Sage Instant Payroll
- Practice data to enrich the learning experience
- Five workbooks with free online tests