

Sage 50 Payroll Stage 1



Self Study Course

3 Workbooks

What do I learn?

This course enables you to get setup and running with Sage 50 Payroll. You will process the payroll and view the calculation of tax and national insurance. You will also produce reports and payslips, deal with starters and leavers, pensions, loans and holidays.

By the end of this course you will:

- Understand the installation procedure for Sage 50 Payroll and navigate around your software
- Know how to setup payroll users, assign access rights and change passwords
- Understand where to check the legislation settings, how to set up your company information and create payment and deduction types for your employees
- Learn how to create employee and personnel records, how to use global changes and enter the employee year to date values
- Become familiar with how to process your weekly or monthly payroll, understand the calculations behind the scenes and use tools such as reset payments and time sheet entry
- Learn how to deal with starters and leavers
- Make best use of the housekeeping routines, such as backup, rollback and restore
- Learn how to perform a pay review and view variance reports
- Know how to advance holiday pay, how to apply holidays and absences and operate holiday funds
- Understand how to setup and process pension schemes and company loans
- Become proficient to sit your Sage 50 Payroll Level 1 Certification exam with confidence

What's next?

Build on your existing knowledge of Sage 50 Payroll by learning the Stage 2 Self study course and Sage Certification.

This course includes:

- 180-day version of Sage 50 Payroll
- Practice data to enrich the learning experience
- Three workbooks with free online tests throughout
- Sage Certification Test

You can **save** money on this course by buying **Stages 1 and 2** at the same time for only **£145**

Distributor