

FOR DELIVERY IN-HOUSE CONTACT OFFICE



PAYROLL

MANUAL & COMPUTERISED

THE IRISH PAYE/PRSI SYSTEM (MANUAL PAYROLL) - DAY 1

The aim of this training course is to provide trainees with the necessary skills and knowledge which will enable employers to manage their own payroll and allow each employer to process wages with the correct PAYE-PRSI deductions outlined in the Irish tax system.

This course will also enable the employers to complete and submit month-end returns to the revenue including P30's, P45's and produce manual payslips for their employees.

This course takes a hands-on approach to processing wages where the employer can understand the PAYE system, what to do when a new employee commences with the company, employees that are leaving the company, annual returns etc.

SCHEDULE

Dates: 2nd & 3rd August 2018

Venue: Nenagh Pastoral Centre,
Church Road, Nenagh, Co
Tipperary

Time: 9.30am - 5.00pm

Price: €360 - **Only €288 when
booked online or by 16th July**

WHATS INCLUDED

Price is fully inclusive of all training materials and Sage Certification and will cover the new changes taking place with ROS and PAYE

CONTACT

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SAGE QUICK PAY

Sage Quick Pay is one of the leading payroll software applications used in Irish businesses today for processing payroll and wages and producing various financial reports.

The aim of this training course is to provide clients with the necessary skills and knowledge which will enable trainees to manage their own payroll and allow each client process various reports at month end including P30s, P45's and produce payslips etc.

This course is ideally suited to any small to medium-sized business in retail, service and the manufacturing industry. A basic knowledge of bookkeeping is required.

COURSE OUTLINE (OVER 2 DAYS)

Introduction

Irish Tax System
Irish PAYE System
Employer
Employee
PAYE
PRSI
Overtime
Calculation of hours
Payslips
P Forms
Emergency Tax Procedures

Reports

Calculation of Payroll
Month End P30
Year End P35
Employment Law
Contract
Company Policy
ROS System
PRSA & Pension
How to register as an employer
Form 12A
P45, P46 & P50

