



Course Aim:

The aim of this half day course is to enable you to run a basic payroll system for weekly, monthly, 4-weekly or monthly paid people. The course will enable you to produce payslips, P32 reports, payroll summaries and submit data to both HMRC and The Pension Provider.

Course Objectives

- Setting Up Your Payroll System
- Discussion about HMRC Legislations and Pensions Regulator
- Setting up Employees
- Dealing with P45 and P46
- Auto enrolment and Work Pension Setup
- Setting rates of Pay
- Setting Holiday Entitlement
- Running of a weekly paid employee
- Running of a monthly paid employee
- Payslip Production
- P32 Production
- Payroll Summaries
- Submission to HMRC RTI (Real Time Information)
- Submission of Pension Contributions to Pension provider
- Questions and Answers