

SAGE LINE 50 PAYROLL

Business Solutions @ Northbrook

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Who is this course for?

This workshop is for those with no prior knowledge of the Sage Computerised Payroll and who wish to gain competence in the underpinning knowledge of this product. Some students may already be working in a Payroll environment.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this one day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

Do I need any experience?

A knowledge of manual Payroll is preferred but NOT essential. However, students should be computer literate and numerate.

What will I learn on this course?

This workshop will cover:

- > Introduction to the structure of Sage Payroll
- > Create a Company
- > Set up/check Government Parameters for Tax Bands and NIC rates
- > Set up cash analysis, departmental analysis and Pension schemes
- > Enter standard pay elements both additions and deductions
- > Create Employee Details and Records for existing weekly and monthly paid staff
- > Enter Employee Details for starters
- > Enter Time Sheet details eg rates of pay, overtime, tax codes, piece work, bonuses
- > Deal with how to enter SSP, SMP, SAP and SPP at a basic level
- > Deal with Student Loans
- > Process Pay for both weekly and monthly staff
- > Print off a variety of Reports - both pre and post update
- > Backup data procedure
- > Update records ready for the next week/month.

What are the specific details?

> Duration

One day, 09.30 - 16.30

> Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.



> Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> Cost

£150 per person, per workshop*
* Group rates, half day rates and daily rates are available.
1:1 or 1:2 tuition prices to be advised.

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.