

Payroll Knowledge Level One

Knowledge Units

Skillsfirst Level 1 Award in Computerised Payroll for Business (RQF)

Self-Test Exercises

1. Introduction to Payroll
2. Employment Legislation including Maternity and Paternity Pay
3. Data Protection, Security and Confidentiality
4. An Introduction to Real Time Information (RTI)
5. Preparing Employee Records
6. Calculation of Gross Pay
7. An Overview of Processing the Payroll – Income Tax
8. An Overview of Processing the Payroll – National Insurance Contributions
9. HMRC PAYE and NIC Calculators
10. An Overview of Voluntary Deductions
11. Leavers
12. An Overview of Completing the Processing of the Payroll
13. Preparing to Pay Employees
14. Reports and Payments due to HMRC
15. Glossary of Payroll Terms

Computerised Payroll Level One

1. Sage 50 Payroll Installation Instructions
2. Screenshots, Tasks and Activities
3. Setting Up a New Company in Sage Payroll
4. Using Sage 50 Payroll
5. Demonstration Data
6. The Scenario – Company Details
7. The Company Settings in Sage Payroll
8. Pay Elements and Pay Deductions
9. Creating Employee Records in Sage Payroll
10. Automatic Enrolment and Company Pensions
11. Processing the Sage Payroll Weekly and Monthly
12. The Government Gateway
13. Real Time Information (RTI)
14. Processing the Payroll Under RTI
15. Period End Reports – the P32 in Sage Payroll
16. Processing Sage Payroll Including Starters and Leavers
17. Addressing Problems and the Correction of Errors Using RTI
18. Management Information Reports
19. Glossary of Payroll Terms

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Computerised Payroll Level Two

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2. Screenshots, Tasks and Activities
3. Creating a New Company in Sage Payroll
4. Using Sage 50 Payroll
5. Demonstration Data
6. The Scenario – Company Details
7. The Company Settings in Sage Payroll
8. Pay Elements Pay Deductions and Company Loans
9. Creating Employee Records in Sage Payroll
10. Company Pension Schemes
11. Processing the Sage Payroll Weekly and Monthly
12. The Government Gateway
13. Real Time Information (RTI)
14. The Full Payment Submission (FPS)
15. e-Submissions Log and IR Secure Mailbox
16. Processing the Payroll Under RTI
17. Processing Sage Payroll May Starters and Leavers
18. Statutory Sick Pay
19. Recording SSP - Making Up the Basic Pay and Processing SMP
20. Period End Reports – the P32 in Sage Payroll
21. The Employer Payment Summary (EPS)
22. The True Cost of Wages
23. Attachment of Earnings Orders and Deductions of Earnings Orders
24. Addressing Problems and the Correction of Errors Using RTI
24. Opt In – Join the Pension Scheme

25. The Use of Rollback
26. RTI Submission Types – A Review
27. Reports in Sage 50 Payroll
28. The Year End and RTI
29. Data Security
30. Glossary of Payroll Terms

Sage 50c Payroll Level Three

Introduction - Computerised Payroll Level 3

1. Sage 50c Payroll Installation Instructions
2. Screenshots, Tasks and Activities
3. Creating a New Company in Sage Payroll
4. Computerised Payroll Administration
5. Company Pension Schemes
6. The Government Gateway
7. Real Time Information (RTI)
8. Processing the Payroll Under RTI
9. Period End – the P32
10. The Employer Payment Submission (EPS)
11. Starters, Leavers, Salary Sacrifice and Net Payments
12. The Cost of Wages
13. Payroll Verification and Reconciliation
14. Advance Pay, Holiday Schemes and Statutory Adoption Pay
15. Error Corrections and the FPS
16. Data Security
17. Termination of Employment
18. Year End Processing
19. Glossary of Payroll Terms