

Course Outline - SAGE Payroll Processing

Aims:	To introduce new users to the key concepts of Sage Payroll procedures.
Pre-requisites:	Delegates should be comfortable with payroll terminology (such as PAYE, P45, SSP, etc.) but need not be manual payroll experts. If holiday schemes and company pensions are used, the exact details of the schemes will be required.
Duration:	Two days

Planning

- Implementing change from manual system
- Parallel running and cross checks.

Company Details

- Creating payments and deductions
- Department options
- Pension schemes
- **Government Tables**
- Maintenance of PAYE and NI tables

Employee Details

- Creating records and recording essential information

Payroll Run

- The payroll cycle
- Entering payments and time saving keystrokes
- Checking reports and spotting mistakes
- The P32 return.

Starters and Leavers

- Add new employees with and without P45 details
- Removing employees and print P45 details

SSP/SMP

- Preparation and recording of previous records
- Creating payments
- "Top up" to basic routine.

Holiday Pay

- Entering holiday pay and the calculation of PAYE.

Data Security

- Making appropriate security copies of data.

Year End

- Producing year end reports and preparing for new tax year

The Holiday and Absence Diary

- Setting up holiday schemes
- Accrual of holidays
- Maintaining records of holidays booked and taken
- Recording absences using the diary
- Reporting on holidays and absences.

Links to Sage Accounting Software

- Preconditions for linking payroll and accounts
- Choice of nominal coding used and generating the transactions.

