

Manual & Computerised Payroll Award 5N1546

- Irish Payroll Administration System
 - PAYE, PRSI & USC Computations
 - Reports and Year end procedures
- Set up and maintain a Computerised Payroll system
 - Tax Implications from recent Budget changes

QQI level 5 award

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Aim: This course aims to provide learners with a basic knowledge of the payroll process and to set up and maintain a computerised payroll system.

Manual Payroll

- Overview of PAYE system, tax credits & Standard rate cut off points
- Basic PAYE Calculations
- Calculate PAYE on Cumulative, Week 1 & Emergency basis.

- Introduction & calculation of Universal Social Charge (USC)
- Calculate USC on a Cumulative, Week 1 & Emergency basis
- Exemptions of USC

- Overview of Pay Related Social Insurance (PRSI) System
- PRSI Classes and sub-classes, PRSI Contributions & employed Contributor
- Social Insurance Benefits for Class A
- Employee's Records

Computerised Payroll

Create a Company & set up company & employees details & rates of pay

Set up additions, deductions, pensions & BIK'S

Edit / change employee details

Process weekly & monthly payroll & holiday pay

Prepare reports and issuing P45's

Registering & Filing returns with ROS

Year end procedures & reporting

Upon successful completion of this course learners will be awarded a QQI level 5 component award.

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