



QQI Manual & Computerised Payroll Award 5N1546

Aim: This course provides participants with the understanding of manual payroll and how to set up and maintain a computerised payroll system.

Manual Payroll

- Operation and Calculation of PAYE to include Tax Credit & Standard Rate Cut-Off Point (SRCOP)
- Calculating PAYE on a Cumulative, Week 1 Basis & Emergency Tax Basis
- Taxation of Married Couples/ Civil Partners
- Taxable Additions and Allowable & Non Allowable Deductions
- Register with Revenue for My Account
- Why employees need to register for My Account and how employers can assist
- Overview and calculation of PRSI to include benefits and contributions
- Overview and calculation of USC to include exemptions and reduced rates of USC
- Basis of calculation of USC
- Dealing with queries on payslips

Computerised Payroll

- Mandatory changes to payroll processing since 2019
- Set up Company & Employees Details
- RPN - Revenue Payroll Notification
- RPS – Revenue Payroll Submission
- Set up staff Payments, Deductions & Pensions
- Processing Payroll & submitting payroll to Revenue
- Bank Processing for Wages
- Reporting features in payroll
- Back up & Restore

In order to obtain certification it is necessary to undertake a computerised assessment on Day 4 of the course. The duration of this is 2 hours and will assess the computerised component of the course.