

INTRODUCTION

If you are new to using Sage Line 50 Payroll then this course is for you. It is aimed at those who wish to configure and start using payroll.

COURSE OBJECTIVES

The course teaches you how to set up company preferences; holiday and pension schemes to enable you to pay your employees. The course is aimed at those wishing to learn how to use the software but is not a guide or explanation of payroll legislation.

DURATION

1 Day

Course is instructor led and makes extensive use of hands on exercises to explain concepts and functionality of the product.

PREREQUISITES

You will need to be able to use Sage Line 50 and be expected to have a reasonable understanding of the principles of taxation relating to payroll.

COURSE CONTENT

Before You Start	Updating Records
Important Information	New Employee Hourly Rate
Program Basics	Manual SSP Calculations
Backing Up & Restoring Data	Process, Update & Reset Payments (Month 11)
Payroll Basics	A New Employee Paid Weekly
Company Settings	Process & Update (Week 50)
Government Legislation	An Employee Leaves
Introduction to Pension Schemes	Payment by BACS
Pay Elements	Process & Update (Week 51)
Adding Existing Employees	Process & Update (Month 12 & Week 52)
Adding New Employees	Process & Update (Week 53)
Employee Records	More Reports & Historical Data
Editing Employee Records	Year-End Procedures
The Processing Date	The Startup Wizard
Entering Payments (Month 10)	
Pre-Update Reports	