The IAgSA Payroll

Distance Learning
Training Course

If you'd like to really understand how to do the Payroll in today's office, get to grips with all the very latest PAYE legislation and Workplace Pensions too, then this training course is designed for you.

This course is applicable irrespective of whichever PAYE software you may be running - it's a Payroll course, not a software course.

Developed by:

SUM-IT
Software You Can Depend On

The IAgSA Payroll Training Course

Using professional distance-learning materials, the Payroll course can be studied entirely at home, at your own pace, fitting around your busy life.

The course takes between 12 - 16 hours to complete and we suggest it is best completed in sessions of two hours each.

Topics covered in the course include:

- Tax codes & NI Tables
- Normal Payroll processes weekly, 2-weekly, 4-weekly & monthly
- Normal Auto Enrolments processes
- Holiday, Sick, Maternity & Paternity pay
- Other Pay Additions & Deductions
- Joining & Leaving procedures
- Reporting through RTI: FPSs & EPSs the dos & don'ts
- Monthly/quarterly payments to HMRC
- PAYE Year-End processes & procedures

The course also covers the legal framework surrounding PAYE. A separate unit will be made available for handling Daily Casual Workers, i.e. Crop pickers and Beaters.

Course material contains an up to date information file on PAYE and exercise modules, including practical exercises using the supplied Sum-It Payroll training software. You also have access to assistance via Sum-It's Helpline.

There are self-assessment stages throughout the course along with a Test Module. An IAgSA Certificate and CPD points will be awarded on completion of the course.

For further information just have a chat with Gordon Fowler on the Sum-It stand at the Conference

The course price is £230.00 for IAgSA members or £295.00 for non-members.

*To purchase this course please go to
the IAgSA Shop at www.IAgSA.co.uk*