

Payroll Training Level 1

BOOKING FORM

www.LearnPayroll.ie

Group Training
In Company Training
Countrywide



We Simplify Payroll!

We can tailor training day's
specific to your company

Our Training Programs

will enable each delegate to understand the requirements of the Irish Tax & PRSI system, to be competent in completing payroll calculations while also complying with the relevant legislation.

"A complete introduction to Irish Payroll practice"

All our training programs use an easy, step-by-step approach, ensuring that each delegate learns by example and practice.

Courses run nationwide all year round!

Contact

Learn Payroll
Consultancy Services
Unit 52, Block 4,
Parklands Court,
Ballycullen,
Dublin 24

Ph: 01-4958075
www.LearnPayroll.ie

Basic PAYE & Legislation - Course Content:

Sourcing of Material

-Listing of relevant Payroll related website and support lines. Details of the relevant Government entities and their related responsibilities.

Payroll Terminology

-Defining the terms and the relevant terminology applicable to payroll.

Employer Payroll Requirements

-Summary overview of the employer responsibilities and requirements
-Suggested listings of records to be kept for Revenue Audits.

Payments (Definitions of Income)

-Defining Pay for the purpose of Income, Taxable and Non-Taxable Income, Round Sum Payments, details of payments liable for Tax but not Income Levy or PRSI.

Deductions (Gross & Net)

-Pensions, Personal Retirement Savings Accounts (PRSA'S), Additional Voluntary Contributions (AVC's) and Net Deductions

Universal Social Charge

- How to determine the employee cost
- Who does it apply to
- Rates & Thresholds
- Employer end of year reviews

PAYE (Pay As You Earn)

-Tax Credits, Allowances & Cut Off Points
-Week 1/Month 1 Tax Status
-Normal Cumulative Tax Status
-Emergency & Tax Exempt Status

PRSI (Pay Related Social Insurance)

-Allocation of Employee's PRSI Classes and Sub-Classes
-Costs to both the Employee and the Employer
-Possible PRSI Employee Refunds
-Holiday Pay and Related PRSI Costs
-Contribution Weeks and the Possible Consequence.

Reviewing a Payslip

-Understand the layout and make up of a standard payslip
-Non-Taxable Payments

Processing End of Month

-Review End of Month reports and payments to be made via the P30/Revenue on Line (ROS)
-File and return dates applicable depending on return type selected.

Processing End of Year

-Review End of Year forms, P60's and P35's and the content of each of the forms and
-How to best to run the EOY process.
-What does week 53 mean and when does it apply.

Starters & Leavers

-Know how to process the P45 for Starters (P45 Part 3) and Leavers (P45 Part 1)
-Know when to file a P46, and/or Form 12A.
-Understand the Income Levy Cessation Form, what is it used for and by who?

Please Note: Course content is subject to change without notice.

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COURSE BOOKING FORM: Please Reserve [] Place(s) on the following

Course Date..... Location..... Venue.....

Delegate 1..... Delegate 2.....

Company.....

Address.....

Contact Name:..... Phone..... Email.....

Signed..... Date..... Purchase Order No.....

Please return with cheque payment to the address provided.