

## Payroll Manual & Computerised

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This course is designed to equip Learners with the knowledge, skill and competence to operate both a manual and computerised, payroll system and to maintain accurate payroll records using general direction and supervision.

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### Content

- Introduction to Payroll Manual and Computerised
- Manual Calculations
- Completion of revenue forms
- Clock card / time keeping calculations
- Computerised Payroll (SAGE)

**Course Duration:** 2 evenings per week from 6.30pm – 9.30pm for 10 weeks.

**Certification:** QQI Level 5 Component Certificate in Payroll Manual and Computerised

### Learning Outcomes:

Examine the requirements of the payroll function; discuss its importance within an organisation; set up, process and maintain both a manual/computerised payroll system; analyse the importance of paying employees the correct wage in a timely fashion; discuss the impact of changes in tax legislation for the employee.

**Target Learner Profile:** Applicants must have reached the current statutory school leaving age. Good numerical and communication skills are essential including verbal and written command of the English language in order to understand instruction and undertake required assessments. Applicants seeking entry to the programme should have achieved a minimum of QQI Level 4 Major award or its equivalent prior to entry to the programme

For more information on Evening courses run in Baldoyle Training Centre phone 01-8167460 / 8167474 or email [blevening@ddletb.ie](mailto:blevening@ddletb.ie)

