

Sage 50 Payroll

Course Outline

Foundation Level

1 Day Course

- Introduction to Sage 50 Payroll
- Navigating around Sage 50 Payroll
- Access rights
- Setting up legislation and company details
- Setting up pay elements
- Setting up employee records and personnel records
- Entering year to date values
- Standard payroll processing
- Reset payments and timesheet entry
- New starters and leavers
- Back-up, rollback and restore
- Pay reviews and variance settings
- Advance holiday pay, holiday and absences