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The Key
To Your
Success !!

PAYROLL & EMPLOYMENT ADMINISTRATION COURSE

Payroll Related Tax & NI Contribution
Payroll Accounting and Control
Essentials of Employment Law

This course is recommended to those individuals who want a career in salaries and wages, or are experienced workers who are preparing for alternative certification in this area. This course is offered through certificate program for professional development.

This course focuses on taxation process, the filing of certain forms and relationship of payroll with other business systems such as HR. Students will be part of an active participation in presentations with a diversity of payroll systems as part of the course's syllabus.

Learning outcomes:

- Introduction to Payroll;
- List number of important mandatory records necessary for payroll;
- Documentation of employees' payroll records
- Record and insert data from time sheets/vacation sheets correctly
- An overview of the various Tax rates, Social Security & Maternity Funds contributions
- Calculation and recording of related Tax, SSC and MF contributions per employee
- Government bonuses & Fringe benefits
- Processing of termination payments correctly within stipulated time;
- Preparation of a payslip; identify the difference between Gross pay & Net pay
- Self cross checking of calculations and workings;
- Preparation of the final payroll list for all employees;
- Adhere to the Government law effecting the payroll process;
- Completion & filing of the various FSS records

Payment Terms

Deposit 150 euro

Balance on 1st lesson

In house exams included in the price

Lessons

Friday 1 st September	5.30 till 8.00pm
Monday 4 th September	5.30 till 8.00pm
Wednesday 6 th September	9.30 till 12.30pm
Monday 11 th September	5.30 till 8.00pm
Friday 15 th September	5.30 till 8.00pm
Monday 18 th September	5.30 till 8.00pm
Wednesday 20 th September	5.30 till 8.00pm inc 1 hr exam

Entry Requirements

There are no formal entry requirements for candidates undertaking this qualification but a basic knowledge of English is mandatory.

Course Fee **€280** Benefit from 5% Discount if booked together with HR Course.

Student can further his / her studies and apply for the Essential Human Resources (HR) Course to receive course prospectus kindly contact us.



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