



Manual and Computerised Payroll Award

QQI Level 5 – Component 5N1546

- Irish Payroll Administration System
- PAYE, USC and PRSI Calculations
- Payroll and COVID–19 (TWSS & EWSS)
- Set up and maintain a Computerised Payroll System
- Understanding your Payslip
- Budget Implications in Payroll



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Aim: This course aims to provide Learners with a basic knowledge of the Irish Payroll process and to set up and maintain a computerised payroll system.

Manual Payroll

- Overview of PAYE system, tax credits & standard rate cut off points
- Basic PAYE Calculations
- Calculate PAYE on Cumulative, Week 1 & Emergency basis
- Introduction and calculation of Universal Social Charge (USC)

- Overview of Pay Related Social Insurance (PRSI) System
- PRSI Classes and sub-classes, Employee and Employer contributions
- Temporary Wage Subsidy Scheme and Employee Wage Subsidy Scheme
- Understanding your Pay slip

Computerised Payroll

- Create a Company & set up company & employees details
- Set up additions, deductions, pensions & BIK'S
- Edit /change employee details - Starters and Leavers
- Process weekly & monthly payroll & holiday pay
- Prepare reports in Payroll
- Revenue Payroll Notifications from ROS
- Payroll Submissions Reports to ROS
- Features in the Payroll Software

Upon successful completion of this course learners will be awarded a QQI level 5 component award.

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