SBCS
GLOBAL LEARNING INSTITUTE

Course: **A Practical Approach to Payroll Processing** (PAP)

Contact Hours: **15**

Pre-requisite: **Basic Computerized Spreadsheet Skills**

Abstract

This course is an introduction to the processing of payroll in the organization regardless of its size. All aspects of the payroll function would be examined including computations, accounting, and statutory compliance. A review will be conducted of the typical journals to be processed at month, as well, year-end balancing of payroll reports.

Target Audience

This programme is designed for anyone responsible for the processing or supervision of the payroll function in the organization as well as individuals wishing to learn about basic payroll processing and preparation of entries for same.

Learning Outcomes

On completion of this course, learners will be able to:

1. Know the relevant elements of the income tax legislation, regulations and HR practices
1. Be able to compute employee pay.
2. Be able to compute individual income tax liabilities.
3. Know how to comply with employer payroll requirements.
4. Know how to account for payroll including the preparation of accounting entries for Gross pay, deductions, and Net pay.
5. Understand the National Insurance system and calculation of deductions.
6. Balancing year to date data to ensure the proper calculation of TD4 certificate as well as TD1 requirements for the year.
7. Preparing the budget for salaries and wages for forthcoming year.

Course Content

Learning Outcome 1: The Income Tax legislation and regulations relating to employees and employers

       Income, Benefits, Allowable deductions
       TD1 preparation and approval

Learning Outcome 2: Computation of Gross pay, deductions, tax liabilities, Net Pay

       Preparation of a pay sheet
       Payroll accounting entries

Learning Outcomes 3: The National Insurance System

       Statutory compliance, deductions, benefits
       Termination of employees
       Other deductions

Learning Outcome 4: Balancing the Year-to-date Reconciliations for Earnings

       Process to balance the records for year.
       Ensuring records are balanced and all data is accurate
       Preparation of TD4 documents and summaries

Learning Outcome 5: Budgets for Salaries and Wages

       How to create the budget for payroll and estimates for next year
       Considerations when budgeting