HCT

Progressive, Innovative & Interactive Training

Payroll Manual and Computerised

LEVEL 5

QQI AWARD

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QQI AWARD

Payroll Manual and Computerised 5N1546

Programme Aim: to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to operate and maintain accurate payroll records using manual and computerised systems. During the programme participants will be required to process payroll for employees under the cumulative tax system which will include gross pay, holiday pay, unpaid leave, cut off points, tax credits and all statutory and non statutory deductions, ensuring they understand temporary tax systems and changes that will change personal tax. This programme has been designed for learners to understand and be capable of operating at least one payroll software programme correctly for an organisation.

Participants of this programme will:

- Be able to outline advantages and disadvantages of using computerised and manual payroll systems
- Process payroll for employees under cumulative, week 1 and emergency tax basis
- Make changes to someone's personal tax
- Extract information for mid and end year tax forms for employees and revenue commissioners
- Understand changes in legislation that has impacted personal tax and take home pay over the last 2 years

Programme Content

- Understand and explain key terminologies associated with personal taxation in preparing and maintaining payroll records
- Process payroll using a manual and computerised system
- Understand various taxation calculations including tax credits, cut offs, emergency and temporary tax
- Be able to extract information required to prepare all end or period and year end returns tax forms and other documentation required for revenue commissioners
- Print reports and back up computerised data
- Understand alternative assessment methods to calculate annual tax for married couples

Specific Support Available

A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme

Programme level	This programme leads to a Level 5 on the National Framework of Qualifications
Progression and Credit Value	A major award in Office Administration 5M1997, This programme is worth 1 Credit of 8 to achieve a Major Award or 15 in the new common awards system
Duration	This programme will run for 6 contact days depending on the project and will require participants to complete some work in their own time
Who should attend this course	People seeking skills in or are looking to gain formal qualification in Payroll Manual and Computerised
Required fluency in generic skills	Learners entering a programme leading towards an award at Level 5 will usually be proficient at reading, drafting, preparing and understanding information across a broad range of topics, including quantitative information. Learners may solve predicable problems well, independently and as part of a group. Learners participate well in a chosen area of expertise, using a range of tools and procedures, responsibly and autonomously.
QQI Assessment	Participants who wish to achieve a QQI Component Certificate must complete 60% Assignment and 60% Exam
Resources Required in Order to Successfully Complete the Module	Some personal learning / study time will be required from participants. Programme packs, Assessment Briefs and some equipment will be provided as a part of the programme
Specific Entry/Access & Exemptions required	A learner seeking entry to a programme leading to awards at level 5 does not need a previous formal qualification. HCT would highly recommend that that learners have achieved some certification at Level 4 or have relevant work/life experience