

Sage Payroll 1 day Training Workshop



Booking Form

Dates: 18 February 2020

Time: 10.00am – 5.00pm

Venue: 4 Albany Road, Harborne, Birmingham, B17 9JX

Price: £135.00 inc vat, refreshments, lunch and course materials

This hands on course will cover the following procedures using Sage payroll software: -

1. Setting up a payroll system and processing a standard payroll run
2. Preparing employee records, payment types, absence/holiday and basic pension schemes
3. Recording statutory payments, attachments, deductions, expense payments and annual leave
4. Using advance payments for employees on annual leave
5. Processing leavers
6. Running month end procedure
7. RTI, auto-enrolment and payroll year end discussion/demonstration

Booking Terms

Please sign and complete the section below to confirm that you have read and agree to our terms and would like to book your place on the training day. We will confirm your place and forward payment details by return.

Payment is required within 7 days of booking to secure your place.

Cancellations received on or before 2 weeks prior to the course date will be subject to a £50.00 + vat administration charge.

Refunds cannot be given for cancellations received within 2 weeks of the course date.

Delegate Information

Name **Email**

Tel **Address**

Person responsible for booking training:

Name **Email**

Tel **Address**

Signed **Date:**

Acc-Unique Solutions Ltd

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