

## *Sage Payroll – Level 2*

**Course Length:** 8 hours flexi-study

**Overview:** Students will learn advanced Sage Payroll skills.

**Prerequisites:** Sage Payroll Level 1 or equivalent knowledge.

### **Course Content:**

- Before You Start
- Program Basics
- The Tree View & Criteria
- Global Changes
- Departments & Employee Analysis
- Pension Schemes
- Holiday Schemes
- Advancing Pay & Paying Holiday Funds
- Statutory Sick Pay & Recording Other Absence
- Statutory Maternity Pay & Other Statutory Payments
- Company Cars
- Student Loans
- Setting Passwords & Access Rights
- Contacts, Options & WebLinks
- Linking the Payroll to Accounts

***A Workbook is provided to each person attending the course. This is an essential guide during the course and an excellent source of reference material once the course has been completed.***

### **What Next?**

- Sage Accounts
- ECDL

Our training methodology allows students to work at their own pace. Course duration may therefore vary.