# Lir | Business Services & Training Centre Ltd

Established 1988

# QQI Payroll
# 6N4005
# Course Information

## 2019 - 2020

# Programme Objectives

**QQI Payroll Manual & Computerised 6N4005**

This programme module aims to provide a learner with the relevant knowledge, skills and competence to understand the complexities of the Irish Tax System in relation to PAYE income and to be able to calculate complex payroll data, manually and through a computerised Payroll system. Using licensed Sage software.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

# Learning Outcomes

1. Interpret the main provisions of a range of legislation and regulations relating to working time.
2. Analyse a range of documentation an employee may receive from the Revenue Commissioners.
3. Analyse the effectiveness of online Services, offered by the Revenue Commissioners, for both employee and employer.
4. Complete all appropriate employer tax return forms manually.
5. Illustrate how an overpayment and underpayment of tax and Pay Related Social Insurance (PRSI) can occur as a result of changes in tax credits and various thresholds.
6. Demonstrate how to deal with mid-year scenarios to include: employee starting work for the first time, employee changing employment and leaving employment.
7. Enter employee data and the organisation payroll parameters from data supplied on a computerised payroll system.
8. Process the payroll manually for employees taxed in accordance with the normal, temporary and emergency tax systems from a range of data supplied to include: regular pay, bonus, commission, overtime, holidays, benefit-in-kind, travel pass, health cover, sick pay, statutory redundancy, unpaid leave, reimbursed expenses, pension, statutory and non-statutory deductions.
9. Process the payroll electronically for employees taxed in accordance with the normal, temporary and emergency tax systems for a minimum of two pay periods from data supplied to include: regular pay, bonus, commission, overtime, holidays, benefit-in-kind, travel pass, health cover, sick pay, statutory redundancy, unpaid leave, reimbursed expenses, pension, statutory and non-statutory deductions.
10. Demonstrate how to edit employee records to include amending error(s) generated in a previous pay period.
11. Print a selection of reports and documents to include: end-of-period and or end-of-year tax return forms, payslips and relevant management reports after backing up computerised data on a suitable medium.
12. Analyse management reports generated electronically.

# Assessment

Assignment (2) 60% and Examination Theory 40%

# Duration

Morning and/or Evening Classes plus self-directed learning with support through Lir.

# Fees & Payment Options

- Course fee: see website or phone Lir Reception 044-9342754.
- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

# Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.