

QQI Level 5 Manual & Computerised Payroll using Thesaurus Payroll



♦ **Course Aim:**

The purpose of this award is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using manual and computerised systems for an organisation, working under general direction and supervision.

♦ **Client Profile:**

It is important that each client have basic computer experience and a working knowledge of the keyboard, mouse and be able to switch on and off a PC.

Ideally each client would have access to a computer system where Thesaurus Payroll software is available to maximise learning post training.

♦ **Client Aim & Objectives:**

The aim is to give the learner the knowledge, skills and competency to:

- Explain the key terminology associated with personal taxation in preparing and maintaining pay records both manually and on the computer using Thesaurus Payroll Software.
- Outline the advantages and disadvantages of a computerised system over a manual one for payroll processing purposes.
- Process the payroll for employees using a manual and computerised system, under the cumulative tax system, to include; various elements of gross pay, holidays, unpaid leave, cut-off-points, credits, all statutory and no-statutory deductions.
- Process the payroll for employees under the emergency and temporary tax systems and subsequent transfer to the cumulative tax system.
- Demonstrate the changes in personal tax due to various factors to include; mid-year commencement and leaving of employment, changes in credits, refunds etc.
- Extract information from completed records to prepare all necessary mid-year and year end returns and tax forms for employees.
- Extract information from completed records to prepare all necessary end-of-year returns and tax forms for the Revenue Commissioners.
- Assess the effect of using alternative assessment methods to calculate the annual tax liability of married couples.
- Analyse the impact of changes in legislation on personal tax and take-home pay by comparing two tax years.
- Print a selection of reports after backing up computerised data on a suitable medium.
- Thesaurus Payroll is one of the leading payroll software applications used in Irish businesses today for processing payroll and wages and producing various financial reports.

📌 **Course Outline:**

- Introduction
- Irish Tax System
- Irish PAYE system
- Employer
- Employee
- PAYE
- PRSI
- Overtime
- Calculation of hours
- Payslips
- Reports
- Calculation of payroll
- Month End P30
- Year End P35
- Employment Law
- Contract
- Company Policy
- ROS System
- PRSA & Pensions

📌 **Method of Assessment:**

- Assignment – 60%

An assignment is an exercise carried out in response to a brief with specific guidelines as to what should be included. This is usually of short duration and may be carried out over a specified period of time.

- Examination – 40%

An examination provides a means of assessing a learner's ability to recall and apply knowledge, skills and understanding within a set period of time and under clearly specified conditions. A theory based examination assesses the ability to recall, apply and understand specific theory and knowledge.

📌 **QQI Certification** Certificate awarded to successful candidates:

QQI Certificate in Payroll Manual & Computerised (5N1546) NFQ Level 5 delivering 15 credits. This programme is certified through: Island Training on behalf of Paramount HR Solutions, Certification centre: Paramoun HR Solutions, Centre number: 38045K

📌 **Award Transfer:**

Successful completion of this component award enables the learner to transfer to programmes leading to other certificates where this component is a mandatory or an elective requirement.

📌 **Course Duration:**

30 hours classroom based training and 20 hours assignment preparation

Option 1: 5 Full Days

Option 2: 12 Evenings 7:30 – 10pm

Please contact Island Computers for more details.