

COURSE TITLE	PAYROLL														
COURSE AIM	This module's aim is to introduce the participant to the fundamentals of payroll processes and procedures, including the employment of new employees, recording leave, working with pay-sheets, payments, documentation and all pay related information.														
COURSE CONTENTS	<table border="0"> <tr> <td>1. Entering Employees Payroll Data</td> <td>8. FSS</td> </tr> <tr> <td>2. Working with Time Sheets</td> <td>9. National Insurance</td> </tr> <tr> <td>3. The Payroll Cycle</td> <td>10. Fringe Benefits</td> </tr> <tr> <td>4. Recording Leave</td> <td>11. Self Checking</td> </tr> <tr> <td>5. Processing Terminations</td> <td>12. Method of Payment</td> </tr> <tr> <td>6. Working with Pay Sheets</td> <td>13. Running Standard report</td> </tr> <tr> <td>7. Payroll Computation</td> <td>14. Legislation effecting the Payroll</td> </tr> </table>	1. Entering Employees Payroll Data	8. FSS	2. Working with Time Sheets	9. National Insurance	3. The Payroll Cycle	10. Fringe Benefits	4. Recording Leave	11. Self Checking	5. Processing Terminations	12. Method of Payment	6. Working with Pay Sheets	13. Running Standard report	7. Payroll Computation	14. Legislation effecting the Payroll
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DURATION	35 hours														
SCHEDULE	Twice a week, evenings.														
VENUE	At the ETC Training Complex in Hal Far.														
INTENDED FOR	Mature adults who are highly motivated to pursue further studies and proficient in the English Language.														
FEE	Nil.														
CERTIFICATION	The Institute will award Certificates to candidates who pass a final examination set by the Institute.														



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