

Sage 50 Payroll 1 Course

Before You Start
Important Information
Program Basics
Backing Up and Restoring Data
Payroll Basics
Company Settings
Government Legislation
Introduction to Pension Schemes
Pay Elements
Adding Existing Employees
Adding New Employees
Employee Records
Editing Employee Records
The Processing Date
Entering Payments (Month 10)
Pre-Update Reports
Updating Records
New Employee Hourly Rate
Manual SSP Calculations
Process, Update and Reset Payments (Month 11)
A New Employee Paid Weekly
Process and Update (Week 50)
An Employee Leaves
Payment by BACS
Process and Update (Week 51)
Process and Update (Month 12 and Week 52)
Process and Update (Week 53)
More Reports and Historical Data
Year-End Procedures



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