



Collsoft

Computerised Payroll

Learn how to set up and maintain a computerised Payroll system

- Offering an overview of Collsoft for current / new users progressing to achieving the maximum that the software can provide.
- Online Course
- Two x 2.5 Hour sessions
- Q & A at the end of each session



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Progressive **L**earning **A**nd **T**raining **O**pportunities **N**ow !

Collsoft Computerised Payroll Course - Online

Aim: This online course aims to provide participants with a basic knowledge of setting up and maintaining this computerised payroll system.

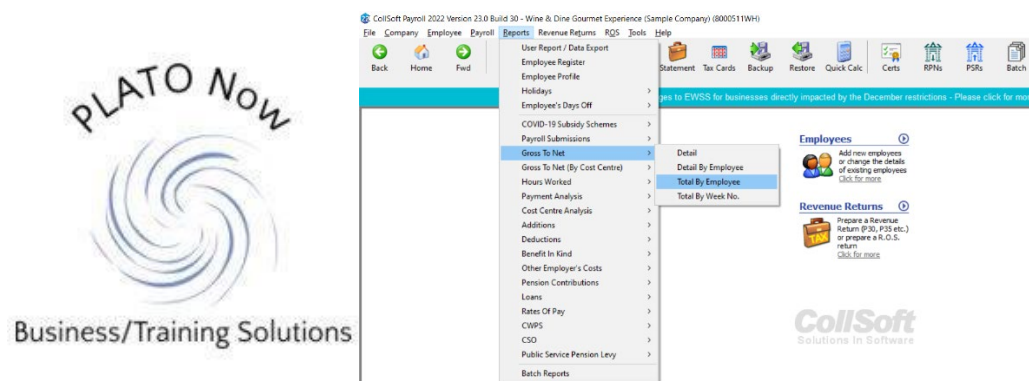
Collsoft Computerised Payroll

- Create a Company & set up company & employee's details
- Set up additions, deductions, pensions & BIK'S
- Edit/change employee details - Starters and Leavers
- Process weekly & monthly payroll & holiday pay
- Prepare reports in Payroll
- Revenue Payroll Notifications from ROS
- Payroll Submissions Reports to ROS
- Employee Wage Subsidy Scheme
- Understanding your Pay slip
- Features in the Payroll Software

Duration: Two x 2.5 Hour online sessions

There will be a Q&A at the end of each session.

This program focus is on the Payroll Processing function and the associated statutory deductions.



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