

IRIS Payroll Legislation

– Module 1

(CPD Accredited – 7 Points)

The CPD Standards Office

CPD PROVIDER:21425
2016 - 2018

www.cpdstandards.com



Learn the legislation for payroll, automatic enrolment and statutory payments

Who is the course for?

This CPD accredited classroom-based course is essential for anyone wanting to ensure their legislation knowledge is up to date. It will ensure you are fully conversant in payroll legislation. No prior knowledge of payroll or the IRIS software is required.

What will be covered?

The course will be in three parts;

Part 1 will cover all areas of PAYE Legislation.

- A brief introduction to payroll
- Tax
- National Insurance
- Statutory Payments
- Other Payments and Deductions
- Key payroll dates
- Reporting to HMRC
- Payslips
- Reports

- Worker Definitions
- Assessment of employees
- Pension Contributions
- Qualifying Earnings
- Postponement
- Communication
- Opt in/Opt out process
- Pension refunds
- Declaration of Compliance
- Re-enrolment

Part 2 will cover Automatic Enrolment Legislation.

- A brief introduction to Workplace Pension Reform
- Key Organisations
- Key Tasks
- Staging Dates

Part 3 will give an understanding of Statutory Sick Pay (SSP) and Statutory Maternity Pay (SMP).

- A brief introduction to Statutory Payments
- Statutory Sick Pay
- Statutory Maternity Pay
- Recovery and Compensation
- Informing HMRC

The Course

The course will take place in a classroom environment with a maximum of eight attendees. The day will start at 9:30am and finish at approximately 4:30pm, earning attendees 6 CPD points. Handouts and course materials will be provided. Refreshments and lunch will also be included.

DURATION: One day

LOCATION: Various UK venues

We are happy to offer discounted rates to businesses wishing to book the course at their own premises and to several employees at once. Please speak to us about your individual requirements.

Give us a call on **0344 815 5676** or email **sales@iris.co.uk** to find out how IRIS training can benefit you and your business.