

IRIS Payroll & Legislation - Module 2

Learn how to manually calculate Tax & National Insurance Apprenticeship levy and holiday pay rulings

Who is the course for?

This classroom based course is essential for anyone who wants to understand the background to tax, national insurance and learn about the apprenticeship levy along with information on holiday pay. The course is suitable for those who are new to payroll or wanting to ensure their legislation knowledge is up to date. All users of payroll software can attend and our experienced IRIS trainer will ensure you are fully conversant with manually calculating tax and national insurance. An IRIS trainer will take you through the calculations step by step with exercises to check your understanding.

What will be covered?

The course will be in three parts;

Part 1 will cover manually calculating tax.

- Understanding Tax Codes
- Scottish Tax Codes
- Calculating tax free allowance
- Calculating Tax
- Using the Taxable Pay Tables
- Lock v British Gas
- Fulton v Bear Scotland
- Holiday calculation rules
- Holiday Pay backdated claims

Part 2 will cover apprenticeship levy and holiday pay rulings.

- Apprenticeship Levy
- Payment & Reporting
- Holiday Pay calculation and Acts
- Holiday Pay leave types

Part 3 will give deal with the calculation of National Insurance

- National Insurance Classes
- Common Category Letters
- National Insurance tables
- Class 1 National Insurance thresholds
- Method of calculations
- Forms and documents

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 4pm. Handouts and course materials will be provided. Refreshments and lunch will also be included.

COST: £350 + VAT

DURATION: 1 day

LOCATION: Various UK venues

Give us a call on 0344 815 5676 to find out how IRIS training can benefit you and your business.