

## **United Kingdom Essential Additions to Payroll Basics Course Outline\***

This seminar is presented in cooperation of the Chartered Institute of Payroll Professionals.

### **Administering starters and leavers correctly**

- Listing information required for processing starters and leavers
- Completing Forms P45 and new starter checklist correctly

### **Overview of voluntary payrolling of benefits**

- Interpret the key principles of payrolling benefits
- Administer payroll benefits correctly

### **Pensions and auto-enrolment**

- Overview of different types of pension schemes
- Overview of the auto-enrolment process
- Classifying the different categories of workers for auto-enrolment
- Implementing opt-outs, pension contributions refunds, and re-enrolment

### **Student loan deductions**

- Identify employees liable for student loan deductions
- Distinguish the different student loan repayment plans
- Calculate student loan deductions

## **Court orders**

- Define attachable earnings
- Identify the different array of court orders
- Distinguishing court orders from arrestment orders

## **Jury service**

- Identify the different approaches to processing jury service absences in line with organizational policies
- List the differing jury service rates

## **HMRC remittances**

- Administer remittances due to HMRC accurately
- Recognize the statutory payment offset amounts
- Summarizing the key features of the Apprenticeship Levy
- Explaining the purpose and employer eligibility for the Employment Allowance

\*Program subject to change without notice

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