

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 organisational policies
- List the differing jury service rates

Real Time Information (RTI)

- Types of data submission
- Methods and timings of submissions

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
Last updated 3 March 2026