

IPASS Courses

IPASS Certificate in Payroll Stage 1 & 2

Day/Time: Thursday 7:00-9:30pm
Duration: 20 weeks (over 2 terms)
Tutor: IPASS tutors
Fee: Contact IPASS directly

Course Description

IPASS, the Irish Payroll Association, is the leading provider of Payroll, Taxation and VAT training and certification in Ireland.

Stage 1 Part I - Employment Law

Introduction to Employment Law
Terms of Employment Act 1994 & 2014
Payment of Wages Act 1991
National Minimum Wage Acts 2000 and 2015
Organisation of Working Time Act 1997
Juries Act 1976

Stage 1 Part II - PAYE / PRSI / USC

Revenue Administration & Revenue Online Service
The PAYE System
Calculation of Gross Pay
Personal Tax Credits and Reliefs
Operation and Calculation of PAYE
The PRSI System
Universal Social Charge
Calculation Net Pay
Practical Examples
Pay for Tax Purposes
Form P45 Cessation Certificate
Employer's Duties

Stage 2 Part I Employment Law

Maternity Protection Acts 1994 and 2004
Adoptive Leave Acts 1995 and 2005
Parental Leave Acts 1998 and 2006
Carer's Leave Act 2001
Protection of Employees (Part-Time Work) Act 2001
Protection of Employees (Fixed-Term Work) Act 2003
Protection of Young Persons (Employment) Act 1996
Protection of Employees (Temporary Agency Work) Act 2012

Stage 2 Part II PAYE/PRSI

PAYE, PRSI & USC Summary
Benefit-in-Kind
Pensions and PRSAs
Pension Related Deduction
Taxation of Short term Social Insurance Benefits
Termination Payments
Attachment of Earnings Order
Expenses and Tax Free Payments

Enrolment Details

Contact Amanda Dunnion at 01 4089100 for further details. Enrolment forms are available on the [IPASS website](#).

