

# Sage Business Cloud Payroll training

## Course Overview:

This course revolves around a checklist of all the steps required to complete a pay run. This course introduces you to the Sage Business Cloud Payroll system.

## What's covered in the course:

- Accessing the Sage online system using your Sage ID.
- Apply the payroll processing checklist covering basic steps of a pay run. Add new employees.
- Complete functions on the employee payslip.
- Reconcile input to ensure accurate payment.
- Apply correct procedures for terminations.
- Print payslips and reports.



This course duration is approximately 6 hours (1 day)



The following course options are available:

- Virtual Classroom
- eLearning



A stable internet connection is required to access the virtual classroom and exam.

