



# Payroll Year End Workshop

## Don't Miss Out - limited places left

### Start preparing now for your Payroll Year End (PYE)

These are practical workshops that focus on Sage Quickpay and Sage Micropay Professional Payroll Year End functions. Participants have found these workshops to be hugely helpful in completing their Payroll Year End routines efficiently. Each of the workshops will take you through the required Payroll Year End procedures step-by-step, ensuring that you have the knowledge and skills to complete your Payroll Year End efficiently and smoothly.

#### Who should attend?

All employees that are new or existing users of Sage Quickpay or Sage Micropay Professional and are required to complete Payroll Year End or any employee with responsibility for Payroll Year End Returns.

#### Cost:

**Standard Price:** €241 (incl. VAT)  
**Payroll Cover Premium Customers:** Receive a 10% discount on standard price

### Workshop Content

<p><b>Pre-Payroll Year End</b>  <b>Processing the Year End</b>  <b>Year End Returns</b>  <b>Post-Payroll Year End</b>  <b>Legislative Update</b></p>	<p>Completing the current Payroll Year while highlighting potential problem areas          Understanding procedures          Producing Payroll Year End Returns          Steps for starting Payroll Year 2009          Instruction on how to implement legislative changes</p>
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Location	Date	Number attending	
		Sage Micropay Professional 9:30am – 12:30pm	Sage Quickpay 2:00pm – 5:00pm
DUBLIN - Sage Training Centre	17 <sup>th</sup> November 2008		
	18 <sup>th</sup> November 2008		
	19 <sup>th</sup> November 2008		
	20 <sup>th</sup> November 2008		
	21 <sup>st</sup> November 2008		
CORK - Silver Springs Hotel	24 <sup>th</sup> November 2008		
LIMERICK - Radisson SAS Hotel	25 <sup>th</sup> November 2008		
GALWAY - Radisson SAS	26 <sup>th</sup> November 2008		
CAVAN - Cavan Crystal Hotel	27 <sup>th</sup> November 2008		

### How to book your place

Places are limited and book up fast. To secure your place on one of the above courses or for more information, simply **note the number of people you wish to secure places for in the relevant box beside the course above that you are interested in, fill in your contact details below and fax this page back to us on 01 642 0899**. A Sage representative will then call you back to confirm your booking.

#### Your Contact Details - please print your details:

Your Name: ..... Company Name: .....  
 Ph No: ..... E-mail Address: .....

**Terms and conditions:** All bookings must be accompanied by full payment. No refund or credit on cancellation. Receipt of payment constitutes confirmation of order and acceptance of terms and conditions.