

IPASS

Training, Developing and Supporting the Payroll Profession

IPASS Professional Payroll Manager Qualification



Now Enrolling

The IPASS Professional Payroll Manager is an excellent qualification which will:

- Enhance your career prospects
- Provide specific training in payroll management issues
- Allow you to develop your full potential
- Obtain professional recognition in your chosen career
- Display your commitment to self improvement

Introduction

The IPASS Professional Payroll Manager Qualification is a superb 1 year course which has been specifically designed to meet the needs of Irish payroll managers and senior staff. The syllabus for this course was prepared following consultation with payroll professionals in both the public and private sector. We believe that this syllabus reflects the diverse range of skills, which all payroll professionals require in order to function efficiently.

Having successfully completed the Certificate in Payroll Techniques, many people want to further their studies and to gain additional experience and knowledge which will assist them in their future career. However, to progress further, knowledge of more than just payroll is required. Most, if not all senior payroll personnel are responsible for the management of a team of people and are required to contribute to their employer's financial and HR decision making, quite apart from the additional technical knowledge required in relation to Employment Law, Income tax, PRSI and USC.

Students will be provided with an extremely interesting and challenging Payroll Management programme, together with a thorough education in the concepts and techniques of management specially adapted for the payroll environment. Successful students will acquire a professional qualification, which will enhance their career prospects and improve confidence and self-esteem.

Is this course for you?

If you have ambition and a desire for self-improvement as a payroll professional, this is the most suitable course for you! Apart from the additional knowledge and self-confidence which you will gain from this course, you will clearly display that you have the desire, the commitment and the ability to pursue further study for the purpose of improving your work performance, traits which all employers look for in management staff.

'I am a dedicated IPASS member and have been since my first Payroll course. I went from the Payroll Technician Certificate, to the Diploma in Payroll Management, to Annual Updates. The IPASS Book is my bible, and I keep it on a shelf beside my desk as I regularly refer to it to check different things throughout the month - including employment legislation.'

Margarita Kennedy Rohan



Course Structure

The IPASS Professional Payroll Manager Qualification builds on learning previously acquired while studying for the Certificate in Payroll Techniques and it will also complement the experience and competence previously acquired through practice, or through other qualifications.

This course is only available as an online (distance learning) course. It consists of 3 separate modules, details of which are available on the following pages. Students will be able to attend 2 online live classes for Module 1 and Module 2 and 4 online live classes for Module 3. Classes are generally held on a Saturday. It is recommended that students attend and participate in the online classes, however a recording of the class will be made available on our Online Learning Platform in the week following the class. Students will receive full tuition in the course material for each module and will also be engaged in group discussions and the examination of case studies.

Course Material

Students will receive a study pack for each module in which the course material is laid out in a user-friendly format and comes with a study guide. Each chapter contains a number of self-assessment questions, so that students can test their knowledge as they progress through each module. Students will receive full tuition in the course material for each module and will also be engaged in group discussions and the examination of case studies.

Students will be given full instructions on the preparation of an assignment and each module will include two sample assignments and solutions. These are designed to act as a guide to provide students with a structured approach regarding the required layout and format when preparing the main assignment for submission.

A telephone helpline service and tutor support are available to all students throughout the course.

Course Assessment

Students are assessed on the basis of a written assignment based on a case study. Don't be put off by the term "assignment". It is equivalent to a long essay and guidance will be given to all students. The assignment for each module is designed to test students' understanding of the principles and practices outlined in the course material and on their ability to apply this knowledge in a given situation. The course assignments will be based on case studies and students will be required to identify a number of issues which need to be addressed, explain why they believe these issues need to be addressed and then outline actions that they propose should be adopted and the reasons for these actions. Students will have sufficient time to consider their response to their assignment and to make any changes they require before submitting it to IPASS for assessment by the examiner

Entry Requirements



General

Entry to the IPASS Professional Payroll Manager Qualification is only open to applicants who have successfully completed the Certificate in Payroll Techniques.

Exemptions from Individual Modules

You may apply for an exemption from a module based on accredited prior learning. Your application must be accompanied by supporting evidence, including course syllabus, of educational or professional achievements on which the claim to exemption is based. Students may only apply for an exemption from either Module 1 or Module 2 only.

Fees

Associate Membership Fee (Note 1)	€140
Course Fee	€1,240
Module exemption fee	€125

Note 1: The Associate Membership Fee includes a copy of the IPASS book and covers 1 academic year from date of enrolment.

Contact Details

IPASS,
9 Western Parkway Business
Centre,
Ballymount Drive,
Dublin 12.

Ph: (01) 408 9100

Email: courses@ipass.ie

Direct Debit Plan Available

IPASS Professional Payroll Manager Qualification

Syllabus

Module 1: Management Processes and Skills for the Payroll Manager

This module provides a practical and informative guide to the essential topics connected with organisational behaviour and the important processes connected with people management. It examines human behaviours in the work context and how this impacts the performance of the organisation.

The syllabus is divided into two separate parts. **PART 1** of the syllabus looks at the main principles underpinning organisational behaviour including why people behave the way they do, individual and group dynamics and motivation. Concepts such as decision making, building a team, dealing with change, delegation and improving communication within the team are some of the responsibilities facing managers on a daily basis and will be discussed during the course. Part 1 also addresses the main principles and methods for structuring organisations and the skills required to be a successful manager. The following four areas are explored in detail:

- Individuals and how they interact
- Teams and team-building
- Organisational structure and change management
- Individual and organisational communications

PART 2 of the syllabus contains details of management processes, techniques, systems, and principles that should be used as guidelines to successfully understand the activities that impact the performance of a payroll manager. Developing robust processes around hiring the right people, improving the performance of the team, developing and retaining your best people, adapting your management style and evaluating your performance is critical in your success as a manager. These key performance activities have been divided into five areas as outlined below, each of which is covered in detail in the course material.

- Recruitment and Selection
- Performance Management
- Training and Development
- Management and Leadership styles
- Planning and Evaluation

Module 2: Employment Law Issues in the Payroll Environment

This module provides students with an understanding and application of various areas of employment law which interact with the role of a payroll manager. This module enhances a student's overall knowledge of employment law as it applies in the workplace and is a progression of the employment legislation which was covered in the Certificate in Payroll Techniques.

The syllabus covers legislation which affects the recruitment process such as the Employment Equality Acts, the ongoing health and safety responsibilities of businesses and managers, the

termination of the employment contract, whether fairly, unfairly, or due to redundancy. All these areas of legislation impact on the role of a payroll manager, not to mention the retention of payroll data in a safe and secure format and having to deal with inspections from the Workplace Relations Commission.

The syllabus also examines labour relations procedures and deals specifically with the following legislation and codes of practice which are of vital interest to all employers today:

- Minimum Notice and Terms of Employment Acts 1973 to 2005
- Redundancy Payments Acts 1967 to 2014
- Protection of Employees (Employers' Insolvency) Act 1984 to 2012
- Industrial Relations Acts 1946 to 2015
- Unfair Dismissals Acts 1977 to 2015
- Employment Equality Acts 1998 to 2015
- Data Protection and the General Data Protection Regulations 2016
- Safety, Health and Welfare at Work Act 2005 to 2014
- Employees (Provision of Information and Consultation) Act 2006
- WRC Inspections

Module 3: Advanced Income Tax and Social Welfare Practice

The role of the payroll manager is continually changing with managers expected to be up to date with all legislation and practices affecting payroll. This module builds on the knowledge and experience students have acquired from the Certificate in Payroll Techniques. It provides students with an understanding of many aspects affecting payroll today which are becoming increasingly complex and important as the structures and patterns of employment are changing, especially in relation to the international movement of employees. An employee's tax residence and the location where they perform their duties of employment can have a major impact on payroll.

Payroll Managers contribute to the financial operations of the business from the preparation of payroll budgets to accounting for payroll transactions and the analysis of staff incentives. This module includes details of Revenue audits and other Compliance Interventions and what payroll managers can expect, how to prepare for such audits and how to handle any problems that might arise, including the process of handling appeals against Revenue and Department of Social Protection decisions and assessments.

This module covers the following topics:

- Personal Taxation
- Residence in Ireland for Income Tax Purposes
- Introduction to Double Taxation Agreements
- Taxation of Inbound Assignees
- Taxation of Outbound Assignees
- Tax Equalisation for Internationally Mobile Employees
- Treatment of flight crew on International Traffic
- Company Directors
- Share Based Remuneration
- PRSI – Advanced Issues and Special Collections

- PRSI for inbound and outbound Assignees
- Accounting and Budgeting for Payroll
- Employed or Self-Employed – Determining an Individual’s Status
- Revenue Audits and other Compliance Interventions
- Tax Management Practices for Employers and Employees
- Considerations when selecting Payroll Software
- In-house Payroll versus Payroll Outsourcing
- Attachments of Earnings Order and Notice of Attachment
- Gender Pay Gap Reporting (in the event that it is in operation for 2022 and subsequent years)

Timetable

Module	Subject	Date
Module 1	HR	Saturday 9 th October 2021
	HR	Saturday 30 th November 2021
Module 2	Law	Saturday 22 nd January 2022
	Law	Saturday 12 th February 2022
Module 3	PAYE	Saturday 26 th March 2022
	PAYE	Saturday 9 th April 2022
	PAYE	Saturday 23 rd April 2022
	PAYE	Saturday 7 th May 2022

Classes are scheduled to run from 10am until 4.30pm each day. Dates may change prior to course commencement.

All enquiries should be directed to the IPASS office.

Student ID

PROFESSIONAL PAYROLL MANAGER			
Firstname:		Surname:	
Address:			
Email Address:			
Phone No:		Mobile:	Home:
EMPLOYER DETAILS (OPTIONAL)			
Company Name:			
Address:			
Phone:			
FEES PAYABLE			
*Course Fee		€1,240.00	<input type="checkbox"/>
Module Exemption Fee (Note 1)		€125.00	<input type="checkbox"/>
Total Payable			
<p>Note 1 <i>Students applying for an exemption from a module must submit supporting evidence of educational or professional achievements on which the claim to exemption is based. Students may only apply for an exemption from Module 1 or Module 2.</i></p>			
* Includes your Associate Membership Fee			
APPLICATION REQUIREMENTS / CHECKLIST			
<ol style="list-style-type: none"> 1. All sections must be completed unless marked as (Optional). Incomplete forms will be returned to you for completion and may result in delays in processing your application. 2. If your employer is paying for your course fees then your employer must confirm this by signing the appropriate section. 3. Your application must be signed by you. Applications that are not signed will be returned. 			

PRIVACY POLICY

IPASS respects your privacy. The information collected on this application form is only used by IPASS in conjunction with your course of study or other related services offered by IPASS. IPASS may be required to share your information with a third party in relation to accreditation. IPASS will send you correspondence via email, post and mobile. Full details of our Privacy Policy can be found at www.ipass.ie.

I agree to IPASS processing personal data contained in this form or other data which IPASS may obtain from me or from other people whilst I am a student. I also agree to be bound by the rules and regulations set out in the IPASS Student Handbook.

You must sign and tick the Privacy Confirmation box to confirm your understanding of this.

Applicants Signature:

Date:	Privacy Confirmation <input type="checkbox"/>
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PAYMENT DETAILS

Payment Method:	Cheque: <input type="checkbox"/>	Credit/Debit Card <input type="checkbox"/>	Invoice Employer <input type="checkbox"/>
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Employers Signature: (required if your employer is paying for your course) _____

FEES ARE NON REFUNDABLE AND PAYABLE IN ADVANCE UNLESSS PREVIOUSLY AGREED WITH IPASS

Credit/Debit Card Details

Expiry Date:	MM / YYYY	CVV Number:			
Cardholders Name:					
Cardholders Address:					
Signature of Cardholder:					

FOR OFFICE USE ONLY

PAYMENT RECORD:

Amount Paid: €	Date Paid:
Payment Method:	If paying by Direct Debit - Form Received: <input type="checkbox"/>
Confirmation Letter/Email Sent: <input type="checkbox"/>	Invoice Number: _____ ONL21