



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 available as a classroom-based course or 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 four classes for Module 1 and two classes for Module 2 and Module 3. Classes are held on a Saturday. It is recommended that students attend and participate in the classes (either in the classroom or online). Classes will be recorded and 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 course manual for each module in which the course material is laid out in a user-friendly format. Each chapter contains a number of self-assessment questions, so that students can test their knowledge as they progress through each module.

Students will be given full instructions on the preparation of an assignment and each module will include two sample assignments and suggested 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 2 or Module 3 only.

### Fees

#### Contact Details

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

Ph: (01) 408 9100

Email: [courses@ipass.ie](mailto:courses@ipass.ie)

Course Fee – Online Learning	€1,240
Course Fee – Classroom Learning	€1,490
Module exemption fee	€125

Associate Membership Fee is included in your Course Fee. It covers 1 academic year from the date of enrolment and includes a copy of the IPASS book for 2024.

**Direct Debit Plan Available**

# IPASS Professional Payroll Manager Qualification

## Syllabus

### **Module 1: 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 acquire 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 Compliance Interventions and what payroll managers can expect, how to prepare for such interventions 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 and Global Mobility
- Company Directors
- Share Based Remuneration
- Attachment of Earnings Order and Notice of Attachment
- PRSI – Advanced Issues
- Payroll Accounting and Budgeting
- Employed or Self-Employed – Determining an Individual's Status
- Revenue Compliance Interventions
- Tax Management Practices for Employers and Employees
- CSO Surveys
- In-house Payroll versus Payroll Outsourcing
- Considerations when purchasing Payroll Software

### **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 Employment Acts 1977 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
- Gender Pay Gap Information Act 2021
- General Data Protection Regulations 2016
- Employees (Provision of Information and Consultation) Act 2006
- WRC Inspections

### **Module 3: 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

## Timetable

Module	Subject	Date
<b>Module 1</b>	PAYE	Saturday 30 September 2023
	PAYE	Saturday 14 October 2023
	PAYE	Saturday 4 November 2023
	PAYE	Saturday 18 November 2023
<b>Module 2</b>	Law	Saturday 20 January 2024
	Law	Saturday 17 February 2024
<b>Module 3</b>	HR	Saturday 23 March 2024
	HR	Saturday 13 April 2024

*Classes are scheduled to run from 10am until 4.15pm each day. Dates may change prior to course commencement.*

*All enquiries should be directed to the IPASS office.*

Student ID

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**PROFESSIONAL PAYROLL MANAGER**

<b>Firstname:</b>		<b>Surname:</b>	
<b>Address:</b>			
<b>Email Address:</b>			
<b>Phone No:</b>		<b>Mobile:</b>	

**EMPLOYER DETAILS (FOR INVOICE)**

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	

**FEES PAYABLE**

<b>*Classroom Course Fee</b>	<b>€1,490.00</b>	<input type="checkbox"/>	<b>Note 1</b> <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>
<b>*Online Course Fee</b>	<b>€1,240.00</b>	<input type="checkbox"/>	
<b>Module Exemption Fee (Note 1)</b>	<b>€125.00</b>	<input type="checkbox"/>	
<b>Total Payable</b>			

\* Includes your Associate Membership Fee

**APPLICATION REQUIREMENTS / CHECKLIST**

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.



