PAYE and RTI Payroll Reporting Essentials Training Course

31 January – 4 February 2027
Accra

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Training Center

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Ref: 1626_220091 **Date:** 31 January – 4 February 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

PAYE and RTI Payroll Reporting Essentials Training Course is a one-week course for payroll administrators, HR payroll teams, finance officers, bureau staff, and reporting managers who leave with a PAYE and RTI Reporting Control Pack. Participants build a controlled cycle for PAYE payroll reporting and RTI payroll reporting, from employee setup through Full Payment Submission controls, Employer Payment Summary reporting, payroll corrections and reconciliation, payment review, and year-end close. Agile Leaders Training Center develops practical PAYE and RTI reporting capability.

Who Should Attend

- Payroll functions responsible for employee setup, pay-cycle processing, and submission data
- Human resources functions responsible for starter, leaver, and employee-record information
- Finance functions responsible for payroll liabilities, reconciliation, and payment review
- Bureau teams responsible for operating payroll reporting across client accounts
- Managers responsible for submission controls, exception handling, and reporting assurance

The course assumes participants support payroll records or reporting cycles and leaves out payroll software configuration, international payroll, compensation design, and detailed benefit calculations.

Departments and Industries

The course supports departments and industries that operate employee payroll and related reporting controls.

- Payroll, human resources, finance, and shared-service departments
- Professional-service and payroll-bureau operations
- Retail, hospitality, and logistics organizations
- Technology, manufacturing, and engineering businesses
- Healthcare, education, and nonprofit employers

Learning Objectives

By the end of this course, participants will be able to:

- Apply employee setup and payroll identity controls
- Build accurate FPS preparation and submission checks
- Use EPS reporting for reductions and no-payment periods
- Analyze starter, leaver, tax-code, and category changes
- Diagnose reporting errors and select correction routes
- Evaluate reconciliations, payment evidence, and year-end closure

Course Agenda

Day 1: PAYE and RTI Control Foundations

- PAYE Reporting Cycle Process Map
- RTI Submission Calendar and Responsibility Matrix
- Employer Reference and Payroll Scheme Control Checklist
- Payroll Data Source and Approval Flow
- Reporting Record Retention Index

Day 2: Employee Setup and Change Events

- P45 and Starter Checklist Evidence Review
- Starter Declaration Decision Guide
- Tax Code Instruction Control Log
- National Insurance Category Validation Matrix
- Starter, Leaver, and Payroll ID Change Register

Day 3: FPS and EPS Reporting

- Full Payment Submission Field Review Sheet
- On-or-Before Reporting Readiness Gate
- Pay, Deduction, and Year-to-Date Validation Grid
- Employer Payment Summary Eligibility Checklist
- No-Payment Period and Reduction Evidence File

Day 4: Corrections, Reconciliation, and Close

- FPS Error Classification and Correction Route Map
- EPS Year-to-Date Correction Worksheet
- Duplicate Employment Prevention Control
- Payroll Liability and Submission Reconciliation
- Final Submission and Year-End Closure Checklist

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Day 5: PAYE and RTI Reporting Practice

- Exercise: Employee Setup Evidence Review
- Exercise: FPS Readiness and Field Validation
- Exercise: EPS Reduction and No-Payment Decision
- Exercise: Correction and Reconciliation Case Review
- Capstone Exercise: PAYE and RTI Reporting Control Pack

Practical Exercises

The course uses suggested activities to practice controlled payroll reporting decisions.

- Suggested activity: assess P45 and starter-checklist evidence for a new employee in a retail payroll.
- Suggested activity: review an FPS file for payment dates, deductions, categories, and year-to-date consistency.
- Suggested activity: choose an EPS reporting route for a no-payment period and an eligible reduction.
- Suggested activity: reconcile payroll records, submission evidence, and liabilities for a professional-services employer.

FAQs

Who suits PAYE and RTI payroll reporting training, and what does it assume?

Payroll, HR, finance, bureau, and reporting-control personnel suit PAYE and RTI payroll reporting training when they already support employee records, pay-cycle data, submissions, or reconciliations.

How does PAYE and RTI payroll reporting training differ from payroll calculation training?

PAYE and RTI payroll reporting training focuses on reporting data, submission controls, employee changes, corrections, reconciliations, and evidence; payroll calculation training focuses primarily on computing gross-to-net pay and deductions.

When is a Full Payment Submission used in RTI payroll reporting?

A Full Payment Submission reports employee payments and deductions through payroll software on or before payday, subject to the applicable reporting exceptions.

What is the role of an Employer Payment Summary in PAYE reporting?

An Employer Payment Summary reports qualifying reductions and no-payment periods so the reported employer position can be reconciled with payroll records and payment evidence.

Conclusion

Participants take back a PAYE and RTI Reporting Control Pack containing employee-setup checks, submission gates, correction routes, reconciliation records, and close controls. The pack changes fragmented payroll reporting into a documented operating cycle. It helps teams verify inputs, meet submission requirements, resolve errors, and evidence the reported employer position.