# Your career with Paycheck | Plus

Award Winning Employee Training & Development

INFORMATION SECURITY
I.S. EN ISO/IEC 27001:2017
NSAI Certified

QUALITY
I.S. EN ISO 9001:2015
NSAI Certified

SECURITY TECHNIQUES
I.S. EN ISO/IEC 27701:2019
NSAI Certified

Great Place To Work.®
Certified
DEC 21 - DEC 22
IRELAND

Cláir Chistí Eorpacha Struchtúrtha agus Infheistíochta na hÉireann 2014–2020
Comhaoinithe ag Rialtas na hÉireann agus ag an Aontas Eorpach

European Union
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## Where we are located:

Operating from our offices at FBD House, Donore Road, Drogheda, we are ideally situated just off the M1 at exit 9 (Donore / Drogheda). The Matthews bus and the Bus Eireann 100 and 101X stop just outside our office and pick up on the opposite side of the street so we are easily accessible by car or public transport.

# Hello and Welcome

As a third-level student you are facing life changing decisions in your career path. For some of you, your direction is clear but for others the choices you made when applying to college may not be quite what you expected or want to do going forward. Perhaps you considered becoming an Accountant but now it may not have the same appeal it did during your school days. Don't worry!

If you have a passion for numbers and would like to work in that area, have you considered Payroll as a career? If you're like me, probably not! Most payroll professionals "fell" into payroll while doing something else and now couldn't imagine ever doing anything else. But just think about it! Almost everyone who works expects to be paid, right? That's a lot of people! A lot of people who depend on someone to sort out their payment, taxes, transfer their payment to their bank account and file their information with Revenue. And do it correctly and on-time, week after week.

In Ireland payroll taxes account for more income to the Exchequer than VAT and Corporation Tax combined. Most companies will ensure they use qualified and experienced professionals to file their VAT and CT Returns, so why should payroll, which accounts for the biggest spend in many organisations, be any different? The role of the payroll professional in our society is changing as companies offer a range of flexible packages to attract the best people. Never was the role of the payroll professional more visible than during the COVID19 crisis when payrollers had to adapt daily to the changes introduced for the operation of the Government Wage Subsidy. The global payroll, HR and services market value in 2020 is expected to double to $42bn by 2026. That's a lot of payroll!

## So what makes a payroll career attractive?

The payroll process is structured, yet requires flexibility to deal with a myriad of changes on a weekly or monthly basis. No two payrolls are the same but a professional payroller can identify the most efficient way to minimise tax outlay for the employee and the employer. It is a regular task, providing great job satisfaction while supporting work colleagues and their families.

It's constantly changing and evolving as it moves from including hours worked to a range of additional elements such as flexible benefits (cars, medical, gym membership etc), share option schemes, pensions, savings, salary sacrifices, bonuses, commissions, exemptions, reliefs, holidays, parental leave, maternity leave, illness, etc. With a global workforce, we deal with secondment and shadow payrolls, Foreign Exchange, and learn how taxes and benefits are processed in other countries around the world.

The rapidly changing payroll technology landscape facilitates the sharing of payroll data and reports, payments and filing across the globe but like any technology, it is only as reliable as the information that goes into it. For payroll, that requires the professional knowledge of the experienced payroll specialist. And as legislation becomes more complex and data protection and confidentiality more important, the payroll sector needs additional resources; it needs more professionals who are trained to deal with the day-to-day factors that affect employees pay in a secure and compliant way. It needs those who have the specific skills and the attention to detail to ensure that employees get paid accurately, on-time, every time. Within the payroll industry, there is plenty of room for diversification and specialisation. And for those who commit to payroll; to continuous learning and development and share the passion we have, there is infinite potential for a rewarding career path locally, nationally and internationally.

If you believe that you have a genuine interest in payroll and are interested in becoming a Payroll Specialist, read how you can 'earn-as-you-learn' on our Graduate Programme below or visit our website www.paycheckplus.ie for further information. But don't just take my word for it. Read what some of our previous Graduates have to say about their experience with Paycheck Plus.

Payroll is always going to be in demand. We need more Payroll Professionals to join our Team and share in our success in Ireland, the UK and across the world.

I sincerely wish you every success in your future career, whichever path you choose!

Warmest regards,
Anne

Anne Reilly - CEO  Paycheck Plus

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# About Us

Established in 2005, Paycheck Plus is a multi-award winning company and Ireland's preferred payroll provider. Based in Drogheda, we process Irish and UK Payroll for companies all over the world from our "clean-room" processing environment.

Payroll is one of the biggest spends in most organisations and accounts for more income to the Irish Exchequer than VAT and Corporation Tax combined! The payroll sector is changing rapidly. Every employer in the world needs someone to manage the payment of their employees. Gone are the days where employers could multiply the number of hours by the hourly rate! Now employers recognise the real commercial and reputational value of their people and want to retain the best people through flexible salary options, a range of benefits, pensions, premiums, bonuses, commission, and stock options. They have to deal with complex employee mobility circumstances, secondments from country to country and Special Assignee Relief Programmes while ensuring they meet the strict deadlines for payment and Revenue filing.

It requires specialist skills in an ever-changing work and regulatory environment to ensure the payroll spend is managed effectively and efficiently. While payroll software provides a great tool for the management of payroll calculations, reports and so on, the output is only as good as the operator!

At www.paycheckplus.ie, our differentiator is the emphasis we place on providing a knowledge-led service; working in partnership with our clients to ensure they are maximising the payroll spend for employees. We have Accountants, HR Professionals and Account Technicians among our team who realised their real passion was in payroll having being exposed to it in their previous careers. It's a condition of employment for our team to have specific payroll qualifications and to contract to continued professional and personal development. And that's one of the reasons Paycheck Plus has been awarded Best Payroll Outsource Provider in the World!

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# What we Do

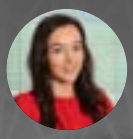
Sure, we process numbers! But we work with clients as diverse as retail, manufacturing, pharma, technology, professional services, aviation, financial services, logistics, engineering, healthcare, education, energy and natural resources and more! And every payroll is different! Every day is a learning day for us, our clients and their employees. We get an in-depth experience of different companies, their strategic plans and their people.

We're not stuck in the office all the time either! We go out to visit our clients, provide in-house workshops and clinics for their employees, work on special projects with them and meet their employees during induction to explain how their payroll works. We even provide training to some of our overseas clients who are responsible for the payroll spend of their Irish team.

I could talk all day about what a fantastic company Paycheck Plus is. The Paycheck Plus graduate program has given me a fantastic foundation and I would highly recommend it to anyone interested in pursuing a career in payroll.

I think the variety of work available at Paycheck Plus is extremely unique. It allows you to challenge yourself, and continuously develop yourself throughout your career. When I started in July 2018, I never thought I would be standing on a stage one year later in London being presented with the "Next Generation Award" and I only have Paycheck Plus to thank for that.

I love working for Paycheck Plus because it is based on the employees and the development of the employees. I have found a job where I feel like I have a family that's determined to help me grow not just as a worker but as a person! I`ve found a job that I feel like I could be part of forever!"



**Aine Crawley**
Assistant Payroll Manager

# The Graduate Programme

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*When we employ team members, no matter how experienced they may be, we invest in training them to do payroll the "Paycheck Plus Way".*

*We currently have an opportunity on our Graduate Programme for suitable students or post-grads. Over a three year period, the successful applicants will combine study for the IPASS or CIPP qualification with on-the-job training.*

## STAGE 1

Starting in our "Lite" Department, you'll gain an understanding of the basics of payroll, employment law and practical guidance on processing payroll on software applications.

Together with your dedicated mentor, you will be able to apply your learning in a practical way working alongside our team of qualified and experienced payroll technicians in the Lite Team. You will learn the basic principles of employment law and how they apply to payroll; the operations of Revenue, how to register an employer or an employee for the first time, the information Revenue requires from Employers. You will gain an understanding of the operation and calculation of PAYE, PRSI, USC and LPT.

The practical training on the in-house software will include training on setting up an employer and employees and enter basic payroll details to arrive at gross pay. You will have the opportunity to import employee tax certificates, upload revenue returns and submit details of starters and leavers. The fundamental calculations of the various additions and deductions will then take you to a net pay figure so you will be producing and distributing payslips within weeks.

From the commercial aspect, you will gain experience of client relationship and management, work flow processes and management, data protection including the new GDPR requirements and actively participate in the day to day running of a busy office environment.

At the same time, we will sponsor your student registration, college and exam fees to attend IPASS Classes, either at a location near you or on-line. Stage 1 requires 10 weeks of classroom / on-line classes followed by an external exam. Reviews and development milestones within our payroll processing department will be combined with exam results for continuity onto Stage 2.

# STAGE 2

As you develop your classroom and on-the-job learning, you will gain practical experience in year-end procedures, larger and more complex payrolls as you partake in the second set of classes for another 10 weeks covering additional employment legislation (including for example, Maternity, Paternity and other statutory leave) and payroll calculations for the application of Benefit-in-kind, Pensions and PRSA, PRD, Court Orders, expenses and tax free payment.

At this stage you should be confident in applying the academic learning in the practical environment as you progress to working with our Payroll Specialist Team who look after our Managed Payroll Service. You will have training and experience on the workings of other payroll software solutions for different company and sector types. You will also gain experience in some project management, financial reporting, analytics and other business management skills.

The second external exam takes place towards the end of your first year with us. Successful completion of the exams will provide you with the IPASS Certified Payroll Technician (CPT) qualification. The IPASS qualification provides payroll personnel with a national recognised QQI qualification and is the "must-have" for professional payroll positions today.

# STAGE 3

As you enter your second year with your qualification, if you have successfully completed the necessary in-house progression milestones you will receive a salary increase and sponsorship for the Diploma in Payroll Management which includes registration, course fees and exam fees.

This challenging but rewarding course is also QQI accredited. The course is available through classroom tuition or distance learning and consists of four separate modules covering Advanced payroll calculations, IT & Technical knowledge, Team Management and HR. Successful students can use the designatory letters MIPA after their name.

As you progress through the Diploma, you will be supported by your Paycheck Plus mentor who will help you in a practical and friendly way.

Our objective is for you to succeed and we will work with you in a theoretical and practical hands-on approach combined with classroom tutorials, webinars, industry updates, in-house and off-site training while applying your learning within our working environment.

# STAGE 4

Stage four enables you continue your professional development with a further year on the job working with more complex payrolls. This provides you with the opportunity to engage in more challenging payrolls across a range of companies and sectors. At the end of Stage Four, you can continue on or advance even further to become one of our highly valued Payroll Consultants.

# 04 Working at Paycheck Plus

"I always enjoyed the thoughts of working with figures, maths was always my strong point in school. I loved it! After I graduated from DKIT I went to Ardee Business Park where I saw they had a Level 5 Payroll course on. I signed myself up for it straight away! I knew from the first class this is what I wanted to do, this was the change I needed to make. I felt myself getting excited again. When I finished the course and exam I passed on my CV to Bróna and Anne in Paycheck Plus and a couple of days later I was asked in for an interview.

From the moment I met Anne and Bróna I knew I was in the right place. I have never felt so appreciated in my work environment before. The graduate programme is brilliant, you have every opportunity to learn and you are encouraged to learn as much as possible.

I have so far completed the IPASS programme (passed with Distinction) and I am currently in the middle of doing the IPASS Diploma in Payroll Management. Once I have completed this my plan is to complete a course on how to process UK payrolls

Payroll can be challenging at times, but at the same time it can be very rewarding. There is no greater feeling that when someone asks a question in the office and you can confidently answer it correctly - its amazing! Knowledge is power! For those days when we are finding it tough I only have to look around and I have numerous colleagues tripping over to help me. The team environment in Paycheck Plus is outstanding, it is like nothing you have ever seen before, everyone just wants to help even if it is to just listen and offer advice, you are never on your own. Not only that but wellness and mindfulness is top priority. We are encouraged to talk, the door is always open and if we ever need anything I know that not only are the team there but Anne and Bróna are too. Every quarter we have a team bonding day, these are great fun because we are not only colleagues we are a family, we spend a lot of time together in work and it is important to have these days to unwind and just have fun.

When I finish the graduate programme I hope to stay on with Paycheck Plus and continue to learn and grow in what I believe is a great place to work. My vision is to be up there with the best and I believe that I am in the right place to do that. At Paycheck Plus you can learn a lot. All you need is an amazing attitude and a will to learn and grow."

**Samantha Daly**
Payroll Specialist

# Paycheck | Plus™

## GRADUATE PROGRAMME

# What we are Offering:

COMPETITIVE SALARY

HOLIDAYS & STUDY LEAVE

CAREER OPPORTUNITIES

RECOGNISED QUALIFICATION

The Graduate Programme comes with an initial salary of €25,000 gross per annum plus all registration, course and exam fees. You will have 4 weeks (20 days) holidays per year and 2 study days plus bank holiday entitlement.

There is genuine opportunity for the right people at the end of the Programme for permanent positions at Paycheck Plus as a Payroll Specialist with an attractive remuneration package. Alternatively, you might decide to continue your career in UK Payroll and earn-as-you-learn with us for the UK Payroll Accreditation up to MSc level. With further experience you could become one of our team of Payroll Consultants who work with the most complex payrolls for our blue-chip clients globally.

Achieving accreditation with the Diploma in Payroll Management coupled with 3 years experience in a busy multi-payroll environment will enhance your career prospects in Payroll, HR, finance or other related fields such as International Payroll, Pension Administration, Reward Management, etc.

# 05 Who we are Looking For

We believe in hiring for attitude and training for skills. However, there are some criteria that help us choose the team members who have the potential to become the best payroll specialists, not only in Ireland but in the world!

We need people with

- A passion for numbers
- Proven aptitude in Excel and Outlook
- Attention to detail
- Ability to multi-task, prioritise and meet strict deadlines
- Proven organisational skills
- Excellent written and oral communication
- Professional work ethic and good relationship management skills with a “can-do” approach
- Genuine desire to learn and commitment to their responsibilities
- Similar values to ours – Honesty, trust, integrity, respect & collaboration

# How to apply:

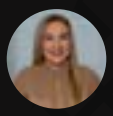
To submit your CV please fill in the available form at www.paycheckplus.ie/careers/graduate-programme/

The selection process will include an interview of shortlisted candidates and background checks as required by our clients and ISO accreditation.

# 06 Our Experiences on the Paycheck Plus Graduate Programme

I love how fast paced the job can be. You are never bored which is something I hated in previous jobs. There is always something to do and learn. The experience and confidence I gained and continue to gain is something I will forever be grateful for.

Every single day you learn so many new things. In Paycheck Plus you never feel alone if you are stuck or have a query on anything. Someone is always there to answer your questions and help you. I love how the company places great emphasis on team support and constant learning. The team support is amazing.



**Eimear Sullivan**
Payroll Specialist

Joining the Paycheck Plus Graduate Programme has given me the opportunity to start my journey as a Payroll Operator with the best possible support, training and guidance.
Combining on the job training from the award winning payroll team with the recognised industry standard iPass classes has given me the chance to develop as a business professional and as a person.

The close knit, friendly team has given me immense support in a fast paced work environment.
Hard work and ambition is both encouraged and rewarded by all levels of the company and the opportunity for learning more about any aspect of the business is an invaluable experience.
I look forward to finishing the programme and furthering my career with Paycheck Plus".

**Conor Kavanagh**
Payroll Specialist

While studying for my CPT with IPASS I am gaining a top-class payroll qualification and gaining invaluable on the job training from processing payrolls, dealing with clients, liaising with Revenue amongst many other tasks. We are allocated study time each week where myself and the other graduates can come together and discuss the current topics from our IPASS studies and bounce ideas off each other. All this is facilitated and encouraged by everyone at Paycheck Plus.

In year 2 of the graduate programme I hope to complete the Diploma in Payroll Management with IPASS and after that I hope to continue a long successful career with Paycheck Plus.

**Conor Bellew**
Payroll Specialist

Paycheck | Plus

*Your payroll. Our passion*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