Sage Pastel Payroll & HR Training

Payroll Certified Administrator (PCA)
Schedule & Booking Form

By completing our five 1- day Sage Pastel Payroll & HR training courses within a 6 month period and obtaining the Sage Pastel Payroll & HR Administrator Certification, you will have all the knowledge and skills you need to process your payroll effectively and efficiently in order for your business to get the optimal return from your payroll software.

Sage Pastel Payroll & HR's training programs are accredited by FASSET SETA.

Entry Level Requirements:
Grade 10 literacy, numeracy and computer literacy.

Investment per delegate
Module 1 – 5: R9, 182 Incl. VAT.
*This amount excludes the examination fee

Modules to be completed
1) Payroll Legislation Training.
2) Basic Software Training.
3) Advanced Software Training.
4) Payroll Tax Training.
5) Problem Solving Training.

Duration
5 full days
Registrations: 08h30 – 09h00
Module Duration: 09h00 – 16h30

Module 1 of 5: Payroll Legislation Training

Investment per delegate: R1,933 Incl. VAT
Duration: 09h00-16h30

Outline	Area	July	August	Sept
Everything you need to know about effectively running a compliant payroll office!	Johannesburg	05,07,14	11,18	08,15
	Pretoria	07,14	11,18	08,15
- The A to Z on effectively running the payroll office.	Cape Town	14	11	15
- All you need to know about the Acts that govern payroll.	Durban	14	11	15
- Company policy and the responsibility of the payroll administrator.	Port Elizabeth	-	11	-
- Termination procedures.	East London	-	11	-
- Reconciling tax and performing your own payroll audit.	Pietermaritzburg	-	-	08
	Nelspruit	-	11	
NB: This module encompasses only the theory (legislation), not the practical system application.	Bloemfontein	14		

Module 2 of 5: Basic Software (Level 1) Training

Investment per delegate: R1,772 Incl. VAT
Duration: 09h00-16h30

Outline	Area	July	August	Sept
A fundamental course for every Sage Pastel Payroll & HR user!	Johannesburg	08,12,15	12,19	09,16
	Pretoria	08,15	12,19	09,16
- How to create your payroll company and ensuring that it is set up correctly the first time round.	Cape Town	15	12	16
- How to create and link cost centres, pay points, job codes and occupations.	Durban	15	12	16
- How to create employees and maintaining employee data.	Port Elizabeth	-	12	-
- Setting up, adjusting and processing of leave and leave taken.	East London	-	12	-
- How to set up a payslip for an employee and ensuring that all the statutory transactions are entered.	Pietermaritzburg	-	-	09
- Capturing overtime and other additional payment information.	Nelspruit	-	12	-
- Understanding and changing transactions to suit specific processing requirements.	Bloemfontein	15	-	-
- Setting up and processing electronic bank transfers (EFTs).				
- How to print the payslips.				
- Which reports to print at month end.				
- How to amend a payslip in the event that a mistake was made.				
- Making back-ups of your payroll information.				
- Updating into a new pay period and closing off a month successfully.				

Module 3 of 5: Advanced Software (Level 2) Training

Investment per delegate: R1,772 Incl. VAT
Duration: 09h00-16h30

Outline	Area	July	August	Sept
Ensure that you utilise Sage Pastel Payroll & HR to its full potential!	Johannesburg	09,16,19	13,20	10,17
	Pretoria	09,16	13,20	10,17
	Cape Town	16	13	17
	Durban	16	13	17
	Port Elizabeth	-	13	-
	East London	-	13	-
	Pietermaritzburg	-	-	10
	Nelspruit	-	13	-
	Bloemfontein	16	-	-

- Easily import and export information.
- Protect your payroll information by setting up user access rights and passwords.
- Create new transaction templates and formulae for powerful and complex incentive or allowance calculations.
- How to set up new rates for specialised shift allowances and specific overtime requirements.
- Utilising the Batch Transactions facility for multiple transaction input on a single screen i.e. commissions and overtime.
- Printing reports for previous periods.
- Learn how to use the powerful Multiple Transaction Manager to affect global transaction changes over multiple selections of employees

Module 4 of 5: Payroll Tax Training

Investment per delegate: R1,933 Incl. VAT
Duration: 09h00-16h30

Outline	Area	July	August	Sept
Are you taxing your employees correctly?	Johannesburg	10,17,26	14,21	11,18
	Pretoria	10,17	14,21	11,18
	Cape Town	17	14	18
	Durban	17	14	18
	Port Elizabeth	-	14	-
	East London	-	14	-
	Pietermaritzburg	-	-	15
	Nelspruit	-	14	-
	Bloemfontein	17	-	-

- Legislative requirements made simple and explained in detail.
- Fringe benefits and tax calculations made simple.
- Understand the factors that influence the tax calculation.
- Correctly applying directives.
- How to tax temporary or part-time employees.
- Calculating tax correctly, the simple way!
- Correctly calculating tax on an annual bonus or irregular payments.
- How to accommodate and calculate travel allowances.

Module 5 of 5: Problem Solving

Investment per delegate: R1,772 Incl. VAT
Duration: 09h00-16h30

Outline	Area	July	August	Sept
	Johannesburg	11,18	02,15,22	12,19
	Pretoria	11,18	15,22	12,19
	Cape Town	18	15	19
	Durban	18	15	19
	Port Elizabeth	-	15	-
	East London	-	15	-
	Pietermaritzburg	-	-	16
	Nelspruit	-	15	-
	Bloemfontein	18	-	-

Simple steps on how to become a payroll "do- it-yourself" expert. This comprehensive and practical workshop will provide you with extensive problem solving techniques in respect of:

Payroll Tax
- Identifying tax discrepancies.
- Evaluating payroll tax parameters.
- Payroll tax tips for the "do- it- yourself" expert.

Leave
- How to make leave adjustments.
- Loading year-to-date leave information.

Payroll Reporting
- How to utilise payroll reports for problem solving purposes.
- Using the monthly analysis report for payroll auditing purposes.

Backups
- Common mistakes while making back-ups.
- How to successfully restore a back-up

Please complete the booking form and send it to your respective branch:

Cape Town
Fax: +27 21 522-7401
Email: ctsales@pastelpayroll.co.za

Durban
Fax: +27 31 537-7101
Email dbnsales@pastelpayroll.co.za

Johannesburg
Fax: +27 11 304-4271
Email: training@pastelpayroll.co.za

Sage Pastel Payroll Certified Administrator (PCA) Booking Form

Delegate information

Company Name:	Account number:
Delegate name 1:	Delegate name 2:
Date/s attending:	Area of attendance:
Tel No:	Fax No:
Cell No:	Food requirements:
E-mail Address:	
ID number (please include a copy):	
Company registration number:	

NB: Please note that your company registration number is mandatory. Only fill in your ID number if you are booking privately.

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Payment option 1:
Deposit/Transfer (Please attach proof of payment together with your booking form)
Account Details: Sage Pastel Payroll – a Division of Sage South Africa (Pty) Ltd, ABSA Sandton City,
Branch Code: 632005, Account No: 4063360120.

Payment option 2:
To pay via Credit Card, please visit www.pastelpayroll.co.za

Terms and conditions:
Seats are allocated on a first-come-first-served basis • Attendee substitutions must be made at least 1 working day prior to the course commencement date.
Reschedules are only accepted upon written notification at least 2 working days prior to the course commencement date failing which a R150 fee will be levied.
Cancellations - Failure to cancel within 2 working days of the course commencement date will result in you forfeiting your full fees paid.
If rescheduling or cancelling, an exception is made in the event that death of a family member has occurred or hospitalisation in respect of the intended delegate for which valid proof thereof is required. Sage Pastel Payroll & HR reserves the right to cancel any course should there be an insufficient number of delegates booked for that course. In the case that a course is cancelled, the delegate will be informed at least 5 working days before the allotted commencement date. In addition, the intended delegate will be offered the opportunity to reschedule to a new date alternatively a full refund can be issued.

I hereby agree to the above,

Date:

Name:

Signature:

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