

## Training Schedule

June 2010

### LIMITED OFFER

Book your full certification before **30 June 2010** and receive 1 Module **FREE** of charge  
**OR** Book your Level 1 and 2 Training before **31 June 2010** and receive a **15% discount**.

## Pastel Evolution Payroll Administration Certification

**Complete your Pastel Evolution Payroll Administration Certification and become recognised and certified with the Institute of Certified Bookkeepers! Join over 2,500 other Payroll Professionals!**

By completing our five 1-day payroll training courses within a 6 month period and obtaining your Payroll 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. By obtaining this certification, you will be a specialist in your field and have a recognised certification with the **ICB (Institute of Certified Bookkeepers)** aligning you with a professional body, allowing you to use the designation **CSPAIcb(SA) – Certified Senior Payroll Administrator** upon successful registration with the ICB.

#### Limited Offer:

R5 596.00 incl. VAT per delegate for the Full 5-Day Certification. Save R1 399.00 OR Book Level 1 and 2 Training and pay only R2 378.30 incl. VAT per delegate for both modules. **Save R419.70**



Softline Pastel Payroll's training programmes are accredited by Fasset.

#### Modules to be completed:

- 1) Basic Training Level 1
- 2) Basic Training Level 2
- 3) Payroll Tax Training
- 4) Payroll Administration Training
- 5) Problem Solving Training

#### Entry Level Requirements:

Grade 10 Literacy and Numeracy, Computer Literacy.

### Evolution Software Training – Level 1 [Module 1 of 5]

Investment per Delegate: R1 399.00 Incl. VAT

Duration: 1 Day

	Venue	June
<b>A Fundamental Course For Every Pastel Evolution Payroll User!</b> <ul style="list-style-type: none"> <li>• How to create your Payroll company and ensuring that it is set up correctly the first time round.</li> <li>• How to create and link cost centers.</li> <li>• How to create employees.</li> <li>• Setting up and adjusting leave.</li> <li>• How to capture leave taken.</li> <li>• How to set up a payslip for an employee.</li> <li>• Capturing overtime and other additional payment information.</li> <li>• Understanding and changing transactions to suit specific processing requirements.</li> <li>• Setting up and processing Electronic Bank Transfers (EFTs).</li> <li>• How to print the payslips.</li> <li>• Which reports to print a month-end.</li> <li>• How to amend a payslips in the event that a mistake was made.</li> <li>• Making backups of your payroll information.</li> <li>• Updating into a new pay period and closing off a month successfully.</li> </ul>	Johannesburg	7
	Pretoria	21
	Cape Town	14
	Durban	21

## Evolution Software Training – Level 2 [Module 2 of 5]

Investment per Delegate: R1 399.00 Incl. VAT

Duration: 1 Day

	Venue	June
<b>Are You Utilising Your Payroll Software To Its Fullest Potential?</b> <ul style="list-style-type: none"> <li>• How to use Global Updates to increase all salaries at the click of a button.</li> <li>• Utilise Batch Processing to minimize tedious data capturing.</li> <li>• How to integrate your payroll software with any Clock Card System.</li> <li>• Perform accurate payslip scenario's on-screen for Prospective Employees.</li> <li>• Loading Year-to-date figures correctly.</li> <li>• Employee Profiles to ease the burden of doing a take-on.</li> </ul>	Johannesburg	8
	Pretoria	22
	Cape Town	15
	Durban	22

## Evolution Tax Training [Module 3 of 5]

Investment per Delegate: R1 399.00 Incl. VAT

Duration: 1 Day

	Venue	June
<b>Are You Taxing Your Employees Correctly?</b> <ul style="list-style-type: none"> <li>• Legislative Requirements made simple and explained in detail.</li> <li>• How to accommodate for Travel Re-imbursments.</li> <li>• Taxation of Temporary / Part-time employees.</li> <li>• Factors that influence the Tax Calculation.</li> <li>• Learn how employees' tax is calculated.</li> <li>• How to accommodate and calculate maximum travel allowances.</li> <li>• Personal Services Companies and Trusts.</li> <li>• How to distinguish between Standard and Part-time Employment.</li> <li>• Irregular Taxable Income versus Regular Taxable Income.</li> <li>• Fringe Benefits.</li> </ul>	Johannesburg	9
	Pretoria	23
	Cape Town	17
	Durban	23

## Evolution Payroll Administration Training [Module 4 of 5]

Investment per Delegate: R1 399.00 Incl. VAT

Duration: 1 Day

	Venue	June
<b>Everything You Need To Know About Effectively Running A Compliant Payroll Office!</b> <ul style="list-style-type: none"> <li>• The A to Z on effectively running the Payroll Office.</li> <li>• The monthly payroll cycle.</li> <li>• All you need to know about the Acts that govern Payroll.</li> <li>• Company policy and the responsibility of the Payroll Administrator.</li> <li>• Processing terminations correctly.</li> <li>• Reconciling earnings and deductions.</li> <li>• Producing reports to assist in reconciling tax and performing your own payroll audit.</li> <li>• Step-by-step procedures on completing statutory forms and UIF Submissions.</li> </ul>	Johannesburg	10
	Pretoria	24
	Cape Town	18
	Durban	24

## Evolution Payroll Problem Solving [Module 5 of 5]

Investment per Delegate: R1 399.00 Incl. VAT

Duration: 1 Day

	Venue	June
<b>Simple Steps On How To Become A Payroll "do-it-yourself" Expert!</b> <p>This comprehensive &amp; practical workshop will provide you with extensive problem solving techniques in respect of:</p> <ol style="list-style-type: none"> <li>1) <b>Payroll Tax</b> <ul style="list-style-type: none"> <li>- Identifying the cause of tax discrepancies.</li> <li>- Evaluating Payroll tax calculations.</li> </ul> </li> <li>2) <b>Leave</b> <ul style="list-style-type: none"> <li>- How to make leave adjustments.</li> <li>- Entering year-to-date leave information.</li> </ul> </li> <li>3) <b>Making and Restoring Backups</b> <ul style="list-style-type: none"> <li>- What to look out for when making backups and how to make successful backups.</li> <li>- Locating misplaced backups.</li> </ul> </li> <li>4) <b>Processing Payslips</b> <ul style="list-style-type: none"> <li>- Common mistakes made when processing payslips and how to correct them after they are processed.</li> </ul> </li> <li>5) <b>Transaction Types</b> <ul style="list-style-type: none"> <li>- The implications of the incorrect setup of transaction types.</li> <li>- How to identify errors and how to correct mistakes made.</li> </ul> </li> <li>6) <b>Discharging Employees</b> <ul style="list-style-type: none"> <li>- How to correctly discharge employees.</li> <li>- What to look out for when discharging employees.</li> <li>- What to do when an employee was incorrectly discharged or discharged in error.</li> </ul> </li> <li>7) <b>Company Database and SQL Server</b> <ul style="list-style-type: none"> <li>- Common problems encountered with Locating Company Databases and SQL Server Error Messages.</li> </ul> </li> </ol>	Johannesburg	11
	Pretoria	25
	Cape Town	21
	Durban	25

**Send your Booking Form to Pastel Evolution Payroll Training**  
**Fax: (011) 304 4271 • Tel: (011) 304 4270 • E-mail: training@pastelpayroll.co.za**

Company Name: \_\_\_\_\_

Serial No / Account No: \_\_\_\_\_

Delegate Name 1: \_\_\_\_\_ Delegate Name 2: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Cell No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Name: \_\_\_\_\_

Date Attending: \_\_\_\_\_

Food Requirements / Allergies: \_\_\_\_\_

None

Vegetarian

Other:

**(Please note that we don't cater for strictly Halaal and Kosher, please provide alternative (fish or vegetarian))**

**Payment Option 1: Deposit/Transfer (Please attach proof of payment together with your booking form)**

Account Details: Pastel Payroll – a Division of Softline (Pty) Ltd, ABSA Sandton Business Centre, Branch Code: 331155, Acc No: 4063360120.

**Payment Option 2: Credit Card**

Please debit my Credit Card for R \_\_\_\_\_ (including VAT)      Diners Club  American Express  Mastercard  Visa

CVC Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Credit Card No: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

**Important Notice**

Seats are allocated on a first-come-first-served basis • All Booking Forms must be accompanied by a proof of payment • Postponements must be faxed or emailed to the Training Department at least 5 working days prior to the course commencement date or full course fees will be payable • Cancellations are only accepted upon written notification at least 10 working days prior to the course commencement date failing which a 20% cancellation fee will be levied • Failure to cancel within 5 working days of the course commencement date will incur full course fees - Substitutions can, however, be made at any time • Pastel Payroll reserves the right to cancel any course should there be an insufficient number of delegates booked for that course

I hereby agree to the above terms and conditions:

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_