

## Payroll Certified Administrator Certification - PCA (R11 020 incl.)



### Course Overview

By completing our five 1- day Sage Pastel Payroll training course within a 6 month period and obtaining the Sage Pastel Payroll 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.



### Duration

Duration (5 Days)  
Registrations:  
08h30 – 09h00  
Training:  
09h00 - 16h30



### Modules to be completed

- The Ins and Outs of Payroll Legislation.
- Mastering Employee's Tax Principles and Calculations.
- Sage Pastel Payroll Pro.

Complete this booking form

[Click HERE to book online](#)

Company:				Account No./ Site Code:	
Tel No:		Cell No:		Email Address:	

Delegate Name & Surname:	Email Address:	Date:	Venue:	Meal preference (allergies):

Authorised Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and Conditions

- Training is payable before the course date. A confirmation and invoice will be forwarded to you.
- Attendee substitutions must be made at least 1 working day prior to the course date.
- No cancellations will be accepted, but substitutes are welcome.
- One reschedule allowed once payment is received.



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## Module 1 The Ins and Outs of Payroll Legislation: R2 300 Incl. VAT (1 Day)



What you will learn

- Introduction to Payroll.
- The Basic Conditions of Employment Act.
- The Skills Development Levy.
- The Unemployment Insurance Fund Act.
- The Labour Relations Act.
- The Occupational Injuries and Diseases Act.
- The Income Tax Act.
- The Employment Equity Act.

Venue	August	September
JHB	1, 14	2, 4, 11
PTA	14	11
CPT	14	11
DBN	14	11
PE	14	
PMB	14	

Also available as eLearning

## Module 2 Mastering Employees' Tax Principles and Calculations: R4 440 Incl. VAT (2 Days)



What you will learn

- Processing Payroll from A to Z.
- Overview of Income Tax.
- Income/ Earning Transactions.
- Fringe Benefits.
- Deduction transactions.
- Tax Calculations.

Venue	August	September
JHB	2-3, 15-16	5-6, 12-13, 9-16
PTA	15-16	12-13
CPT	15-16	12-13
DBN	15-16	12-13
PE	15-16	
PMB	15-16	

## Module 3 Sage Pastel Payroll Pro: R4 280 Incl. VAT (2 Days)



What you will learn

- Getting Started with Sage Pastel Payroll.
- Setting up your company.
- Setting up employees.
- Setting up payslips.
- Processing your Payroll.

Venue	August	September
JHB	7-8, 17-18	7-8, 14-15, 23-30
PTA	17-18	14-15
CPT	17-18	14-15
DBN	17-18	14-15
PE	17-18	
PMB	21-22	

Also available as eLearning