



Sage HR & Payroll Payroll Online eBooks

Why choose eLearning?

The flexibility of doing training at the comfort of your office or home at your own pace is one of the biggest benefits of going through with eLearning.

What is eLearning?

eLearning is an online payroll training solution that enables you to complete a training course in your own time from the convenience of your office or home. All you need is a computer with an active internet connection. Get up-to-date on the latest payroll legislation. Become one step closer to completing our Sage Pastel Payroll & HR Administrator Certification, and one step closer to running a legally compliant payroll office!

Investment per eBook: R995 incl. VAT

Duration: Self Study – at your own pace

NB: You will need an Internet connection to access the eBooks.

Please note: Your enrolment key (access code) to access the eBook/s that you have purchased will be sent to you once we have received your completed order form and proof of payment. The eBook/s are accessible for a period of 30 days.

TO BOOK:

[Click here for our online booking form](#) OR print and email the booking form below:

Payroll Online eBooks Booking Form



Please complete details below and email to
paulene@starkaccountingservices.co.za or fax to 086 5314 916

Company Name:

Site Code:

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ID number (only if booking in private capacity. Please send copy):

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Chat to us today.
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paulene@starkaccountingservices.co.za

Payroll Legislation:

Everything you need to know about effectively running a compliant payroll office.

- The A to Z on effectively running the payroll office.
- All you need to know about the Acts that govern payroll.
- Company policy and the responsibility of the payroll administrator.
Termination procedures.
- Reconciling tax and performing your own payroll audit.
NB: This module encompasses only the theory (legislation), not the practical system application.

Basic Software:

A fundamental course for every Sage Pastel Payroll & HR user.

- How to create your payroll company and ensuring that it is set up correctly the first time round.
- How to create and link cost centres, pay points, job codes and occupations.
- How to create employees and maintaining employee data.
- Setting up, adjusting and processing of leave and leave taken.
- How to set up a payslip for an employee and ensuring that all the statutory transactions are entered.
- Capturing overtime and other additional payment information.
- Understanding and changing transactions to suit specific processing requirements.
- Setting up and processing electronic bank transfers (EFTs).
- How to print the payslips.
- Which reports to print at month end.

Advanced Software:

This comprehensive eLearning course continues on from the Basic Software course and covers:

- Exporting and importing data to your Sage Pastel Payroll & HR software.
- Setting up and processing of Retirement Funding for pension or provident funds or retirement annuity.
- Creating your own transaction code to customise the software to your specific needs.
- Capturing Year-to-Date figures for employees.
- Batch transactions – allowing you to capture income, leave, or deduction transaction for multiple employees, saving you precious time.
- Creating passwords and security groups, helping you to protect your Payroll and employee information.

Payroll Advantage:

- Introduction to Sage Pastel Partner Payroll Advantage.
- Batch Terminations and Reinstatements.
- Consolidated reporting.
- Multiple Transaction Manager
- Salary Structuring
- Third Party Transfers
- Setting up of Self Service

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- Viewing and emailing login details
- Viewing and uploading of Payslips
- Applying changes to employee details
- Approving online documents
- Synchronising approved applications
- Workflow documents and management.
- Managing leave and travel claims.
- Additional features in Self Service with Sage Pastel Partner Payroll Advantage: Online Survey Tool, Employee feedback form, Basic rating form, Job requisition, Multi company workflow

And so much more...

Please note: This training is meant for customers who are already using the software or who are looking to see what the software entails before they purchase or upgrade
