

Sage Pastel Payroll Training



| COURSE NAME | TRAINING CONTENT | DATES AND VENUES - 2019 | | | | | | | | | | | | |
|--|---|-------------------------|---------|---------|---------|--------|---------|---------|---------|---------|--------|--------|---------|--------|
| | | Venue | Jan 19 | Feb 19 | Mar 19 | Apr 19 | May 19 | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 |
| Module 1 SPP Introduction to Payroll Admin & Legislation 1 FULL DAY (9:30 - 16:00) R2100 pp excl VAT | Everything you need to know about effectively running a compliant payroll office! The role and responsibilities of the payroll administrator * Confidentiality & Security * Statutory deadlines * Items forming part of an employee's payslips * Retention of Payroll documentation * An overview of the Basic Conditions of Employment * Wage or Remuneration * An overview of the statutory leave types * Intro to the Income Tax Act, more specifically the Fourth & Seventh Schedule to the Income Tax Act * Unemployment Insurance Fund Act, Skills development Act, compensation for occupational injuries & diseases Act & Employment Equity Act | JHB | 21 - 25 | 11 - 15 | 11 - 15 | 8 - 12 | 13 - 17 | 10 - 14 | 15 - 19 | 12 - 16 | 9 - 13 | 7 - 11 | 11 - 15 | 2 - 6 |
| | | PTA | 21 - 25 | 11 - 15 | 11 - 15 | 8 - 12 | 13 - 17 | 10 - 14 | 15 - 19 | 12 - 16 | 9 - 13 | 7 - 11 | 11 - 15 | 2 - 6 |
| | | CPT | | 11 - 15 | | 8 - 12 | | 10 - 14 | | 12 - 16 | | 7 - 11 | 11 - 15 | |
| | | DBN | | 11 - 15 | | 8 - 12 | | 10 - 14 | | 12 - 16 | | 7 - 11 | 11 - 15 | |
| Module 2 SPP Principles of Payroll Tax 2 FULL DAYS (9:30 - 16:00) R4100 pp excl VAT | Are you taxing your employees correctly? * Understand the application of each of the tax statutes to be able to select the correct tax status for an employee * Understand the taxation of the various earnings * Calculate & process the provision for the tax on an annual bonus * Understand taxation of various fringe benefits * Process the use of motor vehicle * Understand the tax deduction * Understand the tax treatment for all types of retirement funds * Understand the taxation of medical aid * Understand various uses of the tax, additional tax & tax on lump sum deduction * Understand factors that influence the tax calculation of an employee * Manually calculate tax for an employee using both the normal and the average tax calculation * Understand the employer's obligations relating to employee tax DAY 1 | JHB | 21 - 25 | 11 - 15 | 11 - 15 | 8 - 12 | 13 - 17 | 10 - 14 | 15 - 19 | 12 - 16 | 9 - 13 | 7 - 11 | 11 - 15 | 2 - 6 |
| | | PTA | 21 - 25 | 11 - 15 | 11 - 15 | 8 - 12 | 13 - 17 | 10 - 14 | 15 - 19 | 12 - 16 | 9 - 13 | 7 - 11 | 11 - 15 | 2 - 6 |
| | | CPT | | 11 - 15 | | 8 - 12 | | 10 - 14 | | 12 - 16 | | 7 - 11 | 11 - 15 | |
| | | DBN | | 11 - 15 | | 8 - 12 | | 10 - 14 | | 12 - 16 | | 7 - 11 | 11 - 15 | |
| Module 3 SPP Pro 2 FULL DAY (9:30 - 16:00) R4100 pp excl VAT | A fundamental course for every Sage Pastel Payroll & HR user! * Getting started with Sage Pastel Payroll * Setting up your company * Setting up employees * Setting up payslips * Processing your Payroll * Batch Transactions DAY 1 | JHB | 21 - 25 | 11 - 15 | 11 - 15 | 8 - 12 | 13 - 17 | 10 - 14 | 15 - 19 | 12 - 16 | 9 - 13 | 7 - 11 | 11 - 15 | 2 - 6 |
| | | PTA | 21 - 25 | 11 - 15 | 11 - 15 | 8 - 12 | 13 - 17 | 10 - 14 | 15 - 19 | 12 - 16 | 9 - 13 | 7 - 11 | 11 - 15 | 2 - 6 |
| | | CPT | | 11 - 15 | | 8 - 12 | | 10 - 14 | | 12 - 16 | | 7 - 11 | 11 - 15 | |
| | | DBN | | 11 - 15 | | 8 - 12 | | 10 - 14 | | 12 - 16 | | 7 - 11 | 11 - 15 | |
| Exam Preparation Webinar 4 Hours (10:00-14:00) R485 pp excl VAT | This live webinar will help you to prepare for the upcoming exam. Ample time is available to ask your questions with direct feedback from the presenter. | JHB | 18 | 8 | 8 | 5 | 10 | 7 | 5 | 2 | 6 | 4 | 8 & 29 | |
| | | PTA | 18 | 8 | 8 | 5 | 10 | 7 | 5 | 2 | 6 | 4 | 8 & 29 | |
| | | CPT | 18 | 8 | 8 | 5 | 10 | 7 | 5 | 2 | 6 | 4 | 8 & 29 | |
| | | DBN | 18 | 8 | 8 | 5 | 10 | 7 | 5 | 2 | 6 | 4 | 8 & 29 | |
| PCA Exam 1/2 DAY (9:00 - 14:00) R650pp excl VAT | Sage Pastel Payroll and HR is the only software vendor in South Africa that offers an Administrator Certification that is accredited by FASSET SETA. Distinguishing between your live company data and your copy company data. | JHB | 25 | 22 | 29 | 26 | 31 | 28 | 26 | 23 | 27 | 25 | 22 | 6 |
| | | PTA | 25 | 22 | 29 | 26 | 31 | 28 | 26 | 23 | 27 | 25 | 22 | 6 |
| | | CPT | | | 29 | | 31 | | 26 | | 27 | | 22 | |
| | | DBN | | | 29 | | 31 | | 26 | | 27 | | 22 | |
| Module 4 SPP Tools 2 FULL DAY (9:30 - 16:00) R3400 pp excl VAT | This training will show you all the add on modules * Defining Transaction templates * Formulae * Other functionalities in payroll * General Trouble shooting * Advantage * Sage Payroll HR | JHB | | | | | | | | | | | | |
| | | PTA | | | | | | | | | | | | |
| | | CPT | | | | | | | | | | | | |
| | | DBN | | | | | | | | | | | | |
| SARS Bi-annual Submissions Workshop 1/2 DAY (9:00 - 12:30) R1320pp excl VAT | Stay up to date with the requirements for the 2018/2019 Tax certificate bi-annual submissions - The mandatory employee information required by SARS that will be validated. - A step-by-step guide to assist you in successfully submitting your interim tax certificates to SARS. - How to export your interim electronic tax certificate submission file using Sage Pastel Payroll & HR. - How to import and submit your electronic tax certificate submission file using SARS e@yFile. | JHB | | | | | | | | | | | | |
| | | PTA | | | | | | | | | | | | |
| | | CPT | | | | | | | | | | | | |
| | | DBN | | | | | | | | | | | | |

Pastel Payroll Training



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Company name _____ VAT Reg _____ Order Nr _____ Acc Nr _____
 Your name _____ Tel no _____ ID no _____ Mobile _____
 Postal address _____ Email _____
 Food Allergies or Vegetarian of delegate attending _____ Job Title _____

| Course | Name of delegate (Title Name and Surname) | Date | Venue |
|-------------------|---|------|-------|
| Module 1 | | | |
| Module 2 | | | |
| Module 3 | | | |
| Module 4 | | | |
| Exam Prep Webinar | | | |
| PCA Exam | | | |

Terms and Conditions



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Attendee Cancellation Obligations

Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.

REFERRED BY: _____

DATE: _____

SIGNED ON BEHALF OF THE COMPANY: _____