

# Sage Pastel Payroll Training



COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Dec 18	Jan 19	Feb 19
<b>Module 1</b> SPP Introduction to Payroll Admin & Legislation 1 FULL DAY (9:00 - 16:00) R2000 pp excl VAT	<b>Everything you need to know about effectively running a compliant payroll office!</b> * 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 vs 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 * diseases Act & Employment Equity Act	JHB	3	21	11
		PTA		21	11
		CTN			11
		DBN			11
		NLP			
		PE			
		PMB			
<b>Module 2</b> SPP Principles of Payroll Tax 2 FULL DAYS (9:00 - 16:00) R4000 pp excl VAT	<b>Are you taxing your employees correctly?</b> * Understand the application of each of the tax statuses 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 <b>DAY 1</b> <b>Are you taxing your employees correctly?</b> * Understand the application of each of the tax statuses 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 <b>DAY 2</b>	JHB	4	22	12
		PTA		22	12
		CTN			12
		DBN			12
		NLP			
		PE			
		PMB			
<b>Module 3</b> SPP Pro 2 FULL DAY (9:00 - 16:00) R4000 pp excl VAT	<b>A fundamental course for every Sage Pastel Payroll &amp; HR user!</b> * Getting started with Sage Pastel Payroll * Setting up your company * Setting up employees * Setting up payslips * Processing your Payroll * Batch Transactions <b>DAY 1</b> <b>A fundamental course for every Sage Pastel Payroll &amp; HR user!</b> * Getting started with Sage Pastel Payroll * Setting up your company * Setting up employees * Setting up payslips * Processing your Payroll * Batch Transactions <b>DAY 2</b>	JHB	6	24	14
		PTA		24	14
		CTN			14
		DBN			14
		NLP			
		PE			
		PMB			
<b>Module 4</b> SPP Tools 2 FULL DAY (9:00 - 16:00) R4000 pp excl VAT	<b>This training will show you all the add on modules</b> * Defining Transaction templates * Formulae * Other functionalities in payroll * General Trouble shooting * Advantage * Sage Payroll HR	JHB			18 or 19
		PTA			18 or 19
		CTN			18 or 19
		DBN			18 or 19
		NLP			
		PE			
		PMB			
<b>Exam Preparation Webinar</b> 4 Hours (10:00-14:00) R485 pp excl VAT	This live webex 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
		PTA		18	
		CTN			
		DBN			
		NLP			
		PE			
		PMB			
<b>PCA Exam</b> 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	5	31	22
		PTA			22
		CTN			
		DBN			
		NLP			
		PE			
		PMB			

# Sage 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			

# Sage Terms and Conditions



**Sage Cancellation Obligations**  
 Sage reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. Sage University will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. Sage is not responsible for airfare penalties incurred because of cancelled courses. Sage will not reimburse registrants for any travel or hotel cancellation fees or penalties.

**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: \_\_\_\_\_