

Sage Pastel Payroll – PCA/PCI Assessment Guide 18/19

Assessment Overview

This guide pertains to the Pastel Payroll Administrator and Pastel Payroll Installer Assessments. It contains a theory and practical section. The practical section is completed on the Sage Pastel Payroll Software and the answers must be captured along with the theory answers in the online assessment. The Tax and Travel allowance questions are in the online assessment and the formulae will be provided on the question paper.

Assessment Rules

- No cell phones can be used during the assessment, if you need to make an urgent call you may excuse yourself to do so.
- Please ensure that only one delegate is on a bathroom break at a time.
- No talking amongst delegates for the duration of the exam.
- You may use your manuals as this is an open book assessment.
- Please bring a calculator, pen and paper to assist you with your exam as these will NOT be provided.
- The invigilator will assist with software and network errors but will NOT provide any answers.

Duration & Delivery Method

This is a 7-hour assessment with a 30min break. The assessment will be completed on a desktop using the Pastel Payroll software as well as an online assessment. The recommended time allocation for the assessment is two hours for the Practical and 5 hours for the theory. Because the practical is on the Sage Pastel Payroll & HR software, we recommend that you complete the practical section first and the online theory assessment thereafter.

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.

Time and Attendance Obligations:

Should you arrive within 30 minutes of the commencement time you can proceed with the assessment however please keep in mind that you will have less time to complete it. Should you arrive after 09:30am you cannot write the assessment and you will need to reschedule at your own cost.

Attendee Cancellation Obligations:

Attendees may cancel or transfer to a different assessment 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 assessment 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.



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