

COURSE NAME	TRAINING CONTENT	DATES AND VENUES
<b>E-LEARNING BASIC PAYROLL R1410 pp excl VAT</b>	All new VIP users must attend Basic training. This training introduces you to the VIP system and explains the most important aspects every user should know and understand to complete a pay run successfully. The training revolves around a checklist comprising of all the steps required in order to complete a pay run. This checklist forms an integral part of the daily routine of the payroll administrator and its application is demonstrated with the use of practical examples. <a href="#">Click here</a>	E-learning
<b>E-LEARNING Sage 300 People Basic Part 1 R1710 pp excl VAT</b>	This comprehensive training revolves around a monthly / weekly checklist comprising of all the crucial steps required to complete a pay run successfully. The checklist forms an integral part of the daily routine of the payroll administrator, making this training essential for first time users of the Sage 300 People system. <a href="#">Click here</a>	E-learning
<b>E-LEARNING Introduction to Sage 300 People R1710 pp excl VAT</b>	This course is an introduction to the Sage 300 People system and serves as a foundation for the Job Profile and Personnel Management courses. In this course we focus on navigation in the system adding of entities and other basic functionality. <a href="#">Click here</a>	E-learning
<b>E-LEARNING PAYROLL PRO R1410 pp excl VAT</b>	This training is ideal for experienced users who have done the Basic training and need to enhance their knowledge of the VIP system but can't leave the office for a day. The purpose of the Payroll Pro training is to introduce a number of advanced functionalities of the VIP system and to consider more advanced aspects of payroll administration that relate specifically to the work of the advanced user. <a href="#">Click here</a>	E-learning
<b>E-LEARNING LEAVE ADMINISTRATION R1410 pp excl VAT</b>	All VIP users responsible for administering leave using the Sage VIP Leave module must attend this workshop. This training introduces you to the Leave module and provides you with knowledge of all the system functions and reports provided with the module. <a href="#">Click here</a>	E-learning

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<b>E-LEARNING SKILLS DEVELOPMENT R1410 pp excl VAT</b>	This comprehensive workshop covers everything you need to know about the VIP Skills module. The training provides step by step guidelines for the use of the Skills development module and the printing of the skills reports. You will also learn how to utilise existing fields in the payroll and integrate them with the skills development module. <a href="#">Click here</a>	E-learning
<b>E-LEARNING PERSONNEL MANAGEMENT R1410 pp excl VAT</b>	This course is essential for users who need to equip themselves with enough knowledge to different screens and functions of the Personnel Management modules. The VIP Advisor provides guidelines on various agreements, contracts and procedures that are required in terms of South African legislation. <a href="#">Click here</a>	E-learning
<b>E-LEARNING EMPLOYMENT EQUITY R1410 pp excl VAT</b>	All the Employment Equity screens and reports are discussed step-by-step and illustrated with examples on how to apply them in your company. We will show you how to use the module to monitor the progress in your company. Including the printing of Equity reports, to assist you in the process. <a href="#">Click here</a>	E-learning
<b>E-LEARNING PAYROLL ADMINISTRATION R1410 pp excl VAT</b>	This workshop will give you a comprehensive understanding of the basics of payroll administration. Any person who needs a solid foundation in payroll administration or is involved in the management of the payroll office will benefit by completing this course. <a href="#">Click here</a>	E-learning
<b>E-LEARNING PRINCIPLES OF PAYROLL TAX R1410 pp excl VAT</b>	This training has been designed to explain the Income Tax Act as related to payroll administration in layman's terms. It is based on the Fourth schedule of the Income Tax Act and focuses on various issues that can affect an employee's tax calculation. The training offers a hands-on approach to the latest tax legislation. <a href="#">Click here</a>	E-learning

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Company name \_\_\_\_\_ VAT Reg \_\_\_\_\_ Order Nr \_\_\_\_\_ VIP Acc Nr \_\_\_\_\_  
 Your name \_\_\_\_\_ Tel no \_\_\_\_\_ Fax no \_\_\_\_\_ Mobile \_\_\_\_\_  
 Postal address \_\_\_\_\_ Email \_\_\_\_\_  
 Job title: \_\_\_\_\_

Course	Name of delegate (Title Name and Surname)
E-learning Basic Payroll	
E-learning Sage 300 People Basic Part 1	
E-learning Introduction to Sage 300 People	
E-learning Payroll Pro	
E-learning Leave Administration	
E-learning Skills Development	
E-learning Personnel Management	
E-learning Employment Equity	
E-learning Introduction to Payroll Admin	
E-learning Principles of Payroll Tax	

**\*\*PLEASE NOTE: NO CANCELLATIONS ACCEPTED\*\***

REFERRED BY: \_\_\_\_\_

Signed of behalf of the company: \_\_\_\_\_