

Sage Pastel Payroll® virtual and classroom training schedule							
COURSE NAME	TRAINING CONTENT	2020-2021 DATES					
MODULE 1: SPP Introduction to Payroll Admin & Legislation 1 FULL DAY (9:00 - 16:00) R2140 pp excl VAT - Classroom R1498 pp excl VAT - Virtual Book & Save 20% - R1712 pp excl VAT Classroom R1198.40 pp excl VAT Virtual	Everything you need to know about effectively running a compliant payroll office!	Includes: * The role and responsibilities of the payroll administrator * Confidentiality & Security * Statutory deadlines * Items forming part of an employee's payslips * An overview of the Basic Conditions of Employment * Wage vs Remuneration * Employment Equity Act * Unemployment Insurance Fund Act	Virtual	DECEMBER	JANUARY	FEBRUARY	
				*30 NOV	18	8	
				JHB Classroom	*30 NOV	TBA	TBA
				CPT Classroom	TBA	TBA	
MODULE 2: SPP Principles of Payroll Tax 2 FULL DAYS (9:00 - 16:00) R4280 pp excl VAT - Classroom R2996 pp excl VAT - Virtual Book & Save 20% R3424 pp excl VAT - Classroom R2396.80 pp excl VAT - Virtual	Are you taxing your employees correctly?	DAY 1 includes * Manually calculate tax for an employee using both tax calculation * Calculate & process the provision for the tax on an annual bonus * Understand taxation of various fringe benefits * Process the use of motor vehicle DAY 2 includes * Understand the employer's obligations relating to employee tax * Understand the tax treatment for all types of retirement funds * Understand the taxation of medical aid * Understand the employer's obligations relating to employee tax	Virtual	DECEMBER	JANUARY	FEBRUARY	
				1	19	9	
				JHB Classroom	1	TBA	TBA
				CPT Classroom	TBA	TBA	
MODULE 3 SPP Processing 2 FULL DAYS (9:00 - 16:00) R4280 pp excl VAT - Classroom R2996 pp excl VAT - Virtual Book & Save 20% R3424 pp excl VAT - Classroom R2396.80 pp excl VAT - Virtual	A fundamental course for every Sage Pastel Payroll & HR user!	DAY 1 includes * Getting started with Sage Pastel Payroll * Setting up your company * Setting up employees DAY 2 includes * Setting up payslips * Processing your Payroll * Batch Transactions	Virtual	DECEMBER	JANUARY	FEBRUARY	
				3	21	11	
				JHB Classroom	3	TBA	TBA
				CPT Classroom	TBA	TBA	
MODULE 4 SPP Tools (Optional for PCA) (Pre-requisite for PCI) 2 FULL DAYS (9:00 - 16:00) R4280 pp excl VAT - Classroom R2996 pp excl VAT - Virtual Book & Save 20% R3424 pp excl VAT - Classroom R2396.80 pp excl VAT - Virtual	This training will show you all the add on modules!	DAY 1 includes * Defining Transaction templates * Formulae * Other functionalities in payroll DAY 2 includes * General Trouble shooting * Sage Payroll HR * Setting up payslips	Virtual	DECEMBER	JANUARY	FEBRUARY	
				7	25	15	
				JHB Classroom	7	TBA	TBA
				CPT Classroom	TBA	TBA	
EXAM PREPARATION WEBINAR 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.	Virtual	DECEMBER	JANUARY	FEBRUARY	
						19	
PCA EXAM 1 HALF DAY (9:00 - 14:00) R650 pp excl VAT	Administrator Certification that is accredited by FASSET SETA.	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.	Virtual	DECEMBER	JANUARY	FEBRUARY	
					29	26	

Paulene Stark: 021 979 2531 / 082 486 1542 Email: paulene@starkaccountingservices.co.za

Company name _____ VAT Reg _____ Order Nr _____ Acc Nr _____
 Your name _____ Tel no _____ ID no _____ Mobile _____
 Postal address _____ Email _____