

Sage Premier Payroll



COURSE NAME	TRAINING CONTENT	DATES			
		Nov-20	Dec-20	Jan-21	
BASIC PAYROLL 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R4620 pp excl VAT - Classroom R3234 pp excl VAT - Virtual Book & Save 20% R3696 pp excl VAT - Classroom R2587.20 pp excl VAT - Virtual	All new Premier users must attend the Basic training. This training introduces the user to the Premier system, covering every important aspect ranging from the basic functions of the Premier system, to the more advanced topics every user should know and understand to complete a pay run successfully. DAY 1	Virtual	5	3	
		JHB Classroom	2		
		CPT Classroom	5		
	All new Premier users must attend the Basic training. This training introduces the user to the Premier system, covering every important aspect ranging from the basic functions of the Premier system, to the more advanced topics every user should know and understand to complete a pay run successfully. DAY 2	Virtual	6	4	
		JHB Classroom	3		
		CPT Classroom	6		
SAGE BUSINESS CLOUD PAYROLL PROFESSIONAL 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R4620 pp excl VAT - Classroom R3234 pp excl VAT - Virtual Book & Save 20% R3696 pp excl VAT - Classroom R2587.20 pp excl VAT - Virtual	All new SBCPP users must attend the Basic training. This training introduces the user to the SBCPP system, covering every important aspect ranging from the basic functions of the SBCPP system, to the more advanced topics every user should know and understand to complete a pay run successfully. DAY 1	Virtual	5	30-Nov	
		JHB Classroom			
		CPT Classroom			
	All new SBCPP users must attend the Basic training. This training introduces the user to the SBCPP system, covering every important aspect ranging from the basic functions of the SBCPP system, to the more advanced topics every user should know and understand to complete a pay run successfully. DAY 2	Virtual	6	1	
		JHB Classroom			
		CPT Classroom			
PAYROLL PRO 1 FULL DAY (9:00 - 16:00) R2310 pp excl VAT - Classroom R1617 pp excl VAT - Virtual Book & Save 20% - R1848 pp excl VAT Classroom R1293.60 pp excl VAT Virtual	Experienced Premier users who have attended the Basic training and need to enhance their knowledge of the Premier system should attend. The Payroll Pro training to ensure the optimal use of the Premier system by focusing on advanced features and functionalities that relate specifically to the work of the advanced user.	Virtual	11	7	
		JHB Classroom	4		
		CPT Classroom			
	This course teaches you to eliminate tedious manual calculations by retrieving information from your payroll system. It also focuses on showing the power of the Report Writer functionality for creating more complex reports. Premier users will be able to create their own customised reports in addition to the standard reports.	Virtual	12&13		
		JHB Classroom			
		CPT Classroom			
REPORT WRITER 2 FULL DAYS (9:00 - 16:00) R4620 pp excl VAT - Classroom R3234 pp excl VAT - Virtual Book & Save 20% - R3696 pp excl VAT Classroom R2587.20 pp excl VAT Virtual	ODBC (Open Data Base Connectivity) allows you to extract information from the Premier system into other applications, e.g. MS Excel and MS Word. The functions and formulas available in that application can then be used to manipulate the Premier data into any format that is required. ODBC is a very powerful function that presents you with endless possibilities and flexibility when creating reports. Basic Premier and MS Excel knowledge is essential.	Virtual	17		
		JHB Classroom			
		CPT Classroom			
	All Premier users responsible for administering leave using the Sage Premier 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.	Virtual	26		
		JHB Classroom			
		CPT Classroom			
LEAVE ADMINISTRATION 1 FULL DAY (9:00 - 16:00) R2310 pp excl VAT - Classroom R1617 pp excl VAT - Virtual Book & Save 20% - R1848 pp excl VAT Classroom R1293.60 pp excl VAT Virtual	The training contents are practical and presented in an easy to implement format. 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 this process.	Virtual	24	22	
		JHB Classroom		29	
		CPT Classroom			
	This training is essential for users of the Skills module, as it provides you with step-by-step guidelines for the implementation of this module. The practicality of the training will assist you in creating a Workplace Skills Plan and measuring progress within your company. Background information on learnerships, recognition of prior learning; and financial facts about the Skills Development Levy is discussed.	Virtual	16		
		JHB Classroom			
		CPT Classroom			

Sage Premier HR Training



COURSE NAME	TRAINING CONTENT	DATES			
		Nov-20	Dec-20	Jan-21	
PREMIER HR JOB MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT - Classroom R1995pp excl VAT - Virtual Book & Save 20% - R2280 pp excl VAT Classroom R1596 pp excl VAT Virtual	This is the first of three training solutions that will equip you with knowledge on how to add new positions, complete the position detail and to manage the position. It entails the introduction to the Premier HR System, basic functionality of the Premier HR Explorer Screen (General Navigation), creating new positions, adding position detail, link employees to positions, adding and managing users and user zones, and lastly printing Job Management reports.	Virtual	18		
		JHB Classroom			
		CPT Classroom			
	The Premier HR System is position driven, this means that a position must first be created before employees can be added. This is the second of three training solutions that will equip you with knowledge on how to add new employees, link them to positions, add new transactions to the employee record and manage the employees, and documenting all types of interviews conducted with employees such as initial interviews, disciplinary, etc.	Virtual	19		
		JHB Classroom			
		CPT Classroom			
PREMIER HR PERFORMANCE MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT - Classroom R1995pp excl VAT - Virtual Book & Save 20% - R2280 pp excl VAT Classroom R1596 pp excl VAT Virtual	This training equip you with knowledge on how to prepare the Premier HR system to create performance review forms and conduct, capture and manage performance review information. This training also equips you to create Personal Development Plans (PDP's) for individuals, it includes confirming the setup of the KPA's, KPI's and Competencies Coding Structure for the organisation as well as how to add Performance Review templates.	Virtual	20		
		JHB Classroom			
		CPT Classroom			
	This training is essential for users of the Skills module, as it provides you with step-by-step guidelines for the implementation of this module. The practicality of the training will assist you in creating a Workplace Skills Plan and measuring progress within your company. Background information on learnerships, recognition of prior learning; and financial facts about the Skills Development Levy is discussed.	Virtual	26		
		JHB Classroom			
		CPT Classroom			
PREMIER HR SKILLS 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT - Classroom R1995pp excl VAT - Virtual Book & Save 20% - R2280 pp excl VAT Classroom R1596 pp excl VAT Virtual	The training contents are practical and presented in an easy to implement format. 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 this process.	Virtual	27		
		JHB Classroom			
		CPT Classroom			

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