



Sage Pastel Payroll® virtual and classroom training schedule

MODULE	TRAINING CONTENT	2021 DATES			
		VENUE	APRIL	MAY	JUNE
<b>MODULE 1:</b> SPP Introduction to Payroll Admin & Legislation  R2140 pp excl VAT - Classroom R1498 pp excl VAT - Virtual <b>Book &amp; Save 20% - R1 712.00 pp excl VAT - Classroom</b> R1 198.40 pp excl VAT - Virtual 1 FULL DAY (9:00 - 16:00)	Everything you need to know about effectively running a compliant payroll office!	VIRTUAL CLASSROOM (ONLINE)	12th	10th	7th
		VIRTUAL CLASSROOM (ONLINE)			
		VIRTUAL CLASSROOM (ONLINE)			
		VIRTUAL CLASSROOM (ONLINE)			
		JHB CLASSROOM		10th	
CPT CLASSROOM					
<b>MODULE 2:</b> SPP Principles of Payroll Tax  R4280 pp excl VAT - Classroom R2996 pp excl VAT - Virtual <b>Book &amp; Save 20% - R3 424.00pp excl VAT - Classroom</b> R2 396.80 pp excl VAT - Virtual 2 FULL DAYS (9:00 - 16:00)	Are you taxing your employees correctly?	<b>DAY 1</b>			
		VENUE	APRIL	MAY	JUNE
		VIRTUAL CLASSROOM (ONLINE)	13th	11th	8th
		VIRTUAL CLASSROOM (ONLINE)			
		JHB CLASSROOM		11th	
		CPT CLASSROOM			
		<b>DAY 2</b>			
VENUE	APRIL	MAY	JUNE		
VIRTUAL CLASSROOM (ONLINE)	14th	12th	9th		
VIRTUAL CLASSROOM (ONLINE)					
JHB CLASSROOM		12th			
CPT CLASSROOM					
<b>MODULE 3:</b> SPP Processing  R4280 pp excl VAT - Classroom R2996 pp excl VAT - Virtual <b>Book &amp; Save 20% - R3 424.00pp excl VAT - Classroom</b> R2 396.80 pp excl VAT - Virtual 2 FULL DAYS (9:00 - 16:00)	A fundamental course for every Sage Pastel Payroll & HR user!	<b>DAY 1</b>			
		VENUE	APRIL	MAY	JUNE
		VIRTUAL CLASSROOM (ONLINE)	15th	13th	10th
		VIRTUAL CLASSROOM (ONLINE)			
		JHB CLASSROOM		13th	
		CPT CLASSROOM			
		<b>DAY 2</b>			
VENUE	APRIL	MAY	JUNE		
VIRTUAL CLASSROOM (ONLINE)	16th	14th	11th		
VIRTUAL CLASSROOM (ONLINE)					
JHB CLASSROOM		14th			
CPT CLASSROOM					
<b>MODULE 4:</b> SPP Tools (Optional for PCA) (Pre-requisite for PCI)  R4280 pp excl VAT - Classroom R2996 pp excl VAT - Virtual <b>Book &amp; Save 20% - R3 424.00pp excl VAT - Classroom</b> R2 396.80 pp excl VAT - Virtual 2 FULL DAYS (9:00 - 16:00)	This training will show you all the add on modules!	<b>DAY 1</b>			
		VENUE	APRIL	MAY	JUNE
		VIRTUAL CLASSROOM (ONLINE)	19th	17th	14th
		VIRTUAL CLASSROOM (ONLINE)			
		JHB CLASSROOM		17th	
		CPT CLASSROOM			
		<b>DAY 2</b>			
VENUE	APRIL	MAY	JUNE		
VIRTUAL CLASSROOM (ONLINE)	20th	18th	15th		
VIRTUAL CLASSROOM (ONLINE)					
JHB CLASSROOM		18th			
CPT CLASSROOM					
<b>EXAM PREPARATION WEBINAR</b>  R485 pp excl VAT  4 Hours (10:00-14:00) Online	This live webex will help you to prepare for the upcoming exam.	VENUE	APRIL	MAY	JUNE
		VIRTUAL CLASSROOM (ONLINE)	23rd		
		VIRTUAL CLASSROOM (ONLINE)			
		VIRTUAL CLASSROOM (ONLINE)			
<b>Integrated into the module training</b>					
<b>PCA EXAM</b>  R650 pp excl VAT  1 HALF DAY (9:00 - 14:00) Online	Administrator Certification that is accredited by FASSET SETA.	VENUE	APRIL	MAY	JUNE
		VIRTUAL CLASSROOM (ONLINE)	30th	28th	25th
		VIRTUAL CLASSROOM (ONLINE)			
		VIRTUAL CLASSROOM (ONLINE)			
<b>TAX YEAR-END TRAINING</b>					
SARS e@syfile R1421 pp excl VAT - Virtual <b>Book &amp; Save 20% - R1 136.80 pp excl VAT - Virtual</b> 1 HALF DAY (9:00 - 13:00)	This comprehensive workshop revolves around the various tasks needed to be completed to ensure a smooth and efficient annual submission process to SARS. This workshop will also enable you to take ownership of the payroll submissions process. You will be able to complete a test submission on SARS e@syFile	<b>APRIL</b>			
		23rd			
		28th			
Tax Year-End Workshop R987 pp excl VAT - Virtual <b>Book &amp; Save 20% - R789.60 pp excl VAT - Virtual</b> 1/2 DAY (9:00 - 13:00)	* Updating to the latest software to ensure the new SARS IRP5/ IT3(a) tax certificate * Correct setup of retirement funding income. * Reconciliation of tax deducted from your employees and balancing to the IRP5/ IT3(a) * Detect and correct errors which may cause electronic submission file to be rejected. * The statutory limits for pension and retirement annuity contributions. * Making use of the EMP501 report to easily reconcile tax	<b>APRIL</b>			
		21st			