

# Sage Pastel Payroll Training



COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Jul-18	Aug-18	Sep-18
<b>Module 1</b> SPP Introduction to Payroll Admin & Legislation 1 FULL DAY (9:00 - 16:00) R2100 pp excl VAT	Everything you need to know about effectively running a compliant payroll office! · The A to Z on effectively running the payroll office. · All you need to know about the Acts that govern payroll. · Company policy and the responsibility of the payroll administrator. · Termination procedures. · Reconciling tax and performing your own payroll audit.	JHB		13	10
		PTA			10
		CTN			10
		DBN		13	10 or 10
		NLP			
		PE		13	
		PMB			
<b>Module 2</b> SPP Principles of Payroll Tax 2 FULL DAYS (9:00 - 16:00) R4100 pp excl VAT	Are you taxing your employees correctly? · Legislative requirements made simple and explained in detail. · Fringe benefits and tax calculations made simple. · Understand the factors that influence the tax calculation. · Correctly applying directives. · How to tax temporary or part-time employees. · Correctly calculating tax on an annual bonus or irregular payments. <b>DAY 1</b>	JHB		14	11
		PTA			11
		CTN			11
		DBN		14	11 or 11
		NLP			
		PE		14	
		PMB			
	Are you taxing your employees correctly? · Legislative requirements made simple and explained in detail. · Fringe benefits and tax calculations made simple. · Understand the factors that influence the tax calculation. · Correctly applying directives. · How to tax temporary or part-time employees. · Correctly calculating tax on an annual bonus or irregular payments. <b>DAY 2</b>	JHB		15	12
		PTA			12
		CTN			12
		DBN		15	12 or 12
		NLP			
		PE		15	
		PMB			
<b>Module 3</b> SPP Pro 2 FULL DAY (9:00 - 16:00) R4100 pp excl VAT	A fundamental course for every Sage Pastel Payroll & HR user! · How to create your payroll company and ensuring that it is set up correctly · How to create and link cost centres, pay points, job codes and occupations. · How to create employees and maintaining employee data. · Setting up, adjusting and processing of leave and leave taken. · How to set up a payslip for an employee · Capturing overtime and other additional payment information. <b>DAY 1</b>	JHB		16	13
		PTA			13
		CTN			13
		DBN		20	13 or 13
		NLP			
		PE		16	
		PMB			
	A fundamental course for every Sage Pastel Payroll & HR user! · How to create your payroll company and ensuring that it is set up correctly · How to create and link cost centres, pay points, job codes and occupations. · How to create employees and maintaining employee data. · Setting up, adjusting and processing of leave and leave taken. · How to set up a payslip for an employee · Capturing overtime and other additional payment information. <b>DAY 2</b>	JHB		17	14
		PTA			14
		CTN			14
		DBN		21	14 or 14
		NLP			
		PE		17	
		PMB			
<b>Module 4</b> SPP Tools 2 FULL DAY (9:00 - 16:00) R3400 pp excl VAT	This training will show you all the add on modules · Rates and Formulas and defining transaction templates · Other advanced functions and troubleshooting in Payroll · Human Resource Management · Salary structuring and third party payments · Multiple Transaction Manager · Self service	JHB			
		PTA			
		CTN		14 or 15	
		DBN		13 or 14	
		NLP			
		PE			
		PMB			
<b>Exam Preparation Webinar</b> 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.	JHB		3	
		PTA			
		CTN			
		DBN			
		NLP			
		PE			
		PMB			
<b>PCA Exam</b> 1/2 DAY (9:00 - 14:00) R650pp excl VAT	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.	JHB		17	14
		PTA			
		CTN			
		DBN			
		NLP			
		PE			
		PMB			

# Sage Pastel Payroll Training



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Company name \_\_\_\_\_ VAT Reg \_\_\_\_\_ Order Nr \_\_\_\_\_ Acc Nr \_\_\_\_\_  
 Your name \_\_\_\_\_ Tel no \_\_\_\_\_ ID no \_\_\_\_\_ Mobile \_\_\_\_\_  
 Postal address \_\_\_\_\_ Email \_\_\_\_\_  
 Food Allergies or Vegetarian of delegate attending \_\_\_\_\_ Job Title \_\_\_\_\_

Course	Name of delegate (Title Name and Surname)	Date	Venue
Module 1			
Module 2			
Module 3			
Module 4			
Exam Prep Webinar			
PCA Exam			

# Sage 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.

## Attendee Cancellation Obligations

Attendees may cancel or transfer to a different course 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 course start 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.

REFERRED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_