



Payroll Certified Administrator Certification - PCA (R11 742 incl.) Stark Accounting Services **Special – save 20% = R9 393.60, save** **R2,348.40**



Course Overview

By completing our five 1- day Sage Pastel Payroll training course within a 6 month period and obtaining the Sage Pastel Payroll Administrator Certification, you will have all the knowledge and skills you need to process your payroll effectively and efficiently in order for your business to get the optimal return from your payroll software.



Duration

Duration (5 Days)
 Registrations:
 08h30 – 09h00
 Training:
 09h00 - 16h30



Modules to be completed

- The Ins and Outs of Payroll Legislation.
- Mastering Employee's Tax Principles and Calculations.
- Sage Pastel Payroll Pro.

Complete this booking form

[Click HERE to book online](#)

Company:				
Site Code:		Tel No:		Cell No:

Delegate Name & Surname:	Email Address:	Date:	Venue:	Meal preference (allergies):

Authorized Signature: _____ Name: _____ Date: _____

Terms and Conditions

- Training is payable before the course date. A confirmation and invoice will be forwarded to you.
- Attendee substitutions must be made at least 1 working day prior to the course date.
- No cancellations will be accepted, but substitutes are welcome.
- One reschedule allowed once payment is received.



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Module 1 The Ins and Outs of Payroll Legislation: R2 394 Incl. VAT (1 Day)



What you will learn

- Introduction to Payroll.
- The Basic Conditions of Employment Act.
- The Skills Development Levy.
- The Unemployment Insurance Fund Act.
- The Labour Relations Act.
- The Occupational Injuries and Diseases Act.
- The Income Tax Act.
- The Employment Equity Act.

Venue	Jan	Feb	Mar
JHB	15	05,12	05,12
PTA	15	05,12	05,12
CPT	15	12	05,12
DBN	15	12	05,12
PE		12	
PMB			

Module 2 Mastering Employees' Tax Principles and Calculations: R4 674 Incl. VAT (2 Days)



What you will learn

- Processing Payroll from A to Z.
- Overview of Income Tax.
- Income/ Earning Transactions.
- Fringe Benefits.
- Deduction transactions.
- Tax Calculations.

Venue	Jan	Feb	Mar
JHB	16-17	6-7,13-14	6-7,13-14
PTA	16-17	6-7,13-14	6-7,13-14
CPT	16-17	13-14	6-7,13-14
DBN	16,17	13-14	6-7,13-14
PE		13-14	
PMB			

Module 3 Sage Pastel Payroll Pro: R4 674 Incl. VAT (2 Days)



What you will learn

- Getting Started with Sage Pastel Payroll.
- Setting up your company.
- Setting up employees.
- Setting up payslips.
- Processing your Payroll.

Venue	Jan	Feb	Mar
JHB	18-19	8-9,15-16	8-9,15-16
PTA	18-19	8-9,15-16	8-9,15-16
CPT	18-19	15-16	8-9,15-16
DBN	18-19	15-16	8-9,15-16
PE		15-16	
PMB			