

E-LEARNING NAME	E- LEARNING CONTENT	DATES AND VENUES
<p>PAYROLL LEGISLATION R1505.00 pp incl VAT</p>	<p>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 (This module encompasses only the theory (legislation), not the practical system application)</p>	<p>E-learning also available as class room training</p>
<p>BASIC SOFTWARE R1505.00 pp incl VAT</p>	<p>A fundamental course for every Sage Pastel Payroll and HR user How to create your payroll company and ensuring that it is set up correctly the first time round 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 Capturing overtime and other additional payment information</p>	<p>E-learning also available as class room training</p>
<p>ADVANCED SOFTWARE R1505.00 pp incl VAT</p>	<p>This comprehensive eLearning course continues on from the Basic Software course Exporting and Importing data to your Sage Pastel Payroll and HR software Setting up and processing of Retirement Funding for pension or provident funds or retirement annuity Creating your own transaction code to customise the software to your specific needs Capturing Year-to-date figures for employees Creating passwords and security groups, helping you to protect your payroll and employee information</p>	<p>E-learning also available as class room training</p>
<p>PAYROLL ADVANTAGE R1505.00 pp incl VAT</p>	<p>Introduction to Sage Pastel Partner Payroll Advantage Batch Terminations and Reinstatements Consolidated reporting Multiple transaction manager Salary structuring Third party transfers Additional features in Self service with Sage Pastel Partner Payroll Advantage</p>	<p>E-learning also available as class room training</p>

Sage Partner Payroll E-learning



Company name _____ VAT Reg _____ Order Nr _____ VIP Acc Nr _____

Your name _____ Tel no _____ Fax no _____ Mobile _____

Postal address _____ Email _____

Job title: _____

Course	Name of delegate (Title Name and Surname)
Payroll Legislation	
Basic Software	
Advanced Software	
Payroll Advantage	

****PLEASE NOTE: NO CANCELLATIONS ACCEPTED****

Signed of behalf of the company: _____