

Training
Schedule

December 2010

Pastel Evolution Payroll & HR Certified Installer Training (PCI)

Please note that this qualification is a pre-requisite for all Channel Partners who wish to support, train or consult on the Pastel Evolution Payroll & HR product!

By completing our five, 1-day payroll training courses within a 6 month period and obtaining your Pastel Evolution Payroll & HR Installers 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. By obtaining this certification, you will be a specialist in your field and have a recognized certification with the ICB (Institute of Certified Bookkeepers) aligning you with a professional body. This will enable you to use the designation CSPAfiba(SA) – Certified Senior Payroll Administrator upon successful registration with the ICB.

Investment & Duration:

Investment: R3,999 Incl. VAT per delegate for the Full Certification & includes the Evolution PCI Examination.

Duration: 5 days

Entry Level Requirements:

Grade 10 Literacy and Numeracy, Computer Literacy.

Modules to be completed:

- 1) Basic Training Level 1
- 2) Basic Training Level 2
- 3) Payroll Tax Training
- 4) Payroll Administration Training
- 5) Problem Solving Training

Evolution Software Training – Level 1 (Module 1 of 5)

Investment per Delegate: R1,399,00 Incl. VAT
Duration: 1 Day

A. Fundamental Course for Every Pastel Evolution Payroll 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-centers.
- How to create employees.
- Setting up period-adjusting leave.
- How to capture leave taken.
- How to set up a payroll for an employee.
- Capturing overtime and other additional payment information.
- Understanding and changing the selections to suit specific processing requirements.
- Setting up and processing Electronic Bank Transfers (EBTs).
- How to print the payroll.
- Which reports to print at month-end.
- How to amend a payroll in the event that a mistake was made.
- Making backups of your payroll information.
- Updating into a new pay period and closing off a month successfully.

Venue	December
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Pretoria	-
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Durban	-

Pastel Payroll Training Manual

Wolfgang Guggemos

Pastel Payroll Training Manual:

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Decoding **Pastel Payroll Training Manual**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Pastel Payroll Training Manual**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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