

Pastel Evolution Payroll & HR:
Training Schedule
April – June
2011

PASTEL | TRAINING
 PAYROLL & HR

Pastel Payroll Certified Administrator Training

Complete your Pastel Payroll Administration Certification and become recognised and certified with the Institute of Certified Bookkeepers (ICB)! Join over 2,500 other Payroll Professionals!

By completing our five 1-day payroll training courses within a 6 month period and obtaining your Payroll 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 recognised certification with the ICB (Institute of Certified Bookkeepers) aligning you with a professional body, allowing you to use the designation CSPAICB(SA) – Certified Senior Payroll Administrator upon successful registration with the ICB.

Investment & Duration:
 Normally: R17 495,00 incl. VAT per delegate for the Full Certification.
Special Offer: Book and pay before 31 March 2011 for the Full 5 Level Qualification and only pay R16 495,00 incl. VAT per delegate.
Duration: 5 days.



Software Pastel Payroll's training programmes are accredited by Fasset.

Entry Level Requirements:
 Grade 10 Literacy and Numeracy, Computer Literacy.

Modules to be completed:

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

Evolution Payroll Administration Training (Module 1 of 5)

Investment per Delegate: R11, 495,00 incl. VAT

Everything you need to know about effectively running a compliant Payroll Office!

- The A to Z of effectively running the Payroll Office.
- The monthly Payroll cycle.
- All you need to know about the Acts that govern Payroll, Company policy and the responsibility of the Payroll administrator.
- Processing terminations correctly.
- Reconciling earnings and deductions.
- Producing reports to assist in reconciling tax and performing your own payroll audit.
- Step-by-step procedures on completing statutory forms and UIF Submissions.

Venue	April	May	June	Duration: 1 Day
Johannesburg	-	10	-	
Pretoria	-	4	-	
Cape Town	-	4	-	
Durban	-	10	-	

Evolution Basic Software Training (Module 2 of 5)

Investment per Delegate: R11, 495,00 incl. VAT

A fundamental course for every Pastel Evolution Payroll user!

- How to create your Payroll company and ensuring that it is set up correctly.
- How to create and link cost centers.
- How to create employees.
- Setting up and adjusting leaves.
- How to capture leave taken.
- How to set up a payroll for an employee.
- Capturing overtime and other additional payment information.
- Understanding and changing transactions to suit specific processing requirements.
- Setting up and processing Electronic Bank Transfers (EBFTs).
- 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	April	May	June	Duration: 1 Day
Johannesburg	-	17	-	
Pretoria	-	5	-	
Cape Town	-	5	-	
Durban	-	17	-	

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CH Cherryholmes

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