



TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC

Sage Pastel Authorised Training Centre & Dealer

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Sage Pastel Partner Payroll Administrator Certification Module 1 - 5

Our Sage Pastel Payroll Training Courses are hands on and interactive, enabling the trainee to actively take part in step-by-step procedures for each payroll scenario. All lecturers have extensive and in-depth knowledge of the South African payroll industry which ensures the highest standard of training offered.



FASSET FASSET SETA Accreditation Number: QAP/585/008

Sage Pastel has been accredited by FASSET, the SETA for Finance, Accounting, Management Consulting and other Financial Services as a Training Delivery and Assessment Site. This allows employers who send their employees on Training and who contribute to Skills Development Levies (SDL), to claim grants pertaining to the Training attended and thus recovering portions of SDL paid.

By completing our Level 1 – 5 Sage Pastel Payroll Training Courses within a 6 month period and obtaining your Sage Pastel Payroll & HR 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. By obtaining this NQF Level 4 Qualification, you will be a specialist in your field and have a recognized certification with the **ICBA (Institute of Certified Bookkeepers & Accountants)** aligning you with a professional body, allowing you to use the designation **CSPAICb (SA) – Certified Senior Payroll Administrator** upon successful registration with the ICBA.

Module 1 of 5: Payroll Legislation Training Course

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.

NB: This module encompasses only the theory (legislation), not the practical system application.

Module 2 of 5: Sage Pastel Payroll Level 1 (Basic) Training

A fundamental course for every Sage Pastel 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, 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 and ensuring that all the statutory transactions are entered.

Capturing overtime and other additional payment information.

Understanding and changing transactions to suit specific processing requirements.

Setting up and processing Electronic Bank Transfers (EFTs).

How to print the payslips.

Which reports to print at month end.

How to amend a payslip 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.

Module 3 of 5: Sage Pastel Payroll Level 2 (Advanced) Training

Ensure that you utilise Sage Pastel Payroll to its full potential!

Easily Import and Export information.

Protect your payroll information by setting up user access rights and passwords.

Create new Transaction Templates and formulae for powerful and complex incentive or allowance calculations.

How to set up new rates for specialised shift allowances and specific overtime requirements.

Utilising the Batch Transactions facility for multiple transaction input on a single screen i.e. commissions and overtime.

Printing reports for previous periods.

Learn how to use the powerful Multiple Transaction Manager to affect global transaction changes over multiple selections of employees.

Module 4 of 5: Sage Pastel Payroll Tax Training Course

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.

Calculating tax correctly, the simple way!

Correctly calculating tax on an annual bonus or irregular payments.

How to accommodate and calculate travel allowances.

Module 5 of 5: Sage Pastel Payroll Problem Solving Workshop

Simple steps on how to become a payroll "do-it-yourself" expert!

This comprehensive & Practical Workshop will Provide you with extensive Problem solving techniques in respect of:

Payroll Tax

- Identifying tax discrepancies.
- Evaluating Payroll tax parameters.
- Payroll tax tips for the "do-it-yourself" expert.

Leave

- How to make leave adjustments.
- Loading year-to-date leave information.

Payroll Reporting

- How to utilise Payroll Reports for problem solving purposes.
- Using the monthly analysis report for payroll auditing purposes.

Backups

- Common mistakes while making backups.
- How to successfully restore a backup.

Course Duration: 09h00 - 16h00 (4-5 Days)

Investment per Delegate: R 10,365.00 incl VAT

(Always check out our current specials)