



# TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC

## Sage Pastel Authorised Training Centre & Dealer

2011/080659/23

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## Sage Pastel Partner Payroll Administrator Certification Module 1 - 3

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 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 – 3 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 3: The ins and outs of Legislation

- Lesson 1: Introduction to Payroll.
- Lesson 2: The Basic Conditions of Employment Act
- Lesson 3: The Skills Development Levy
- Lesson 4: The Unemployment Insurance Fund Act
- Lesson 5: The Labour Relations Act.
- Lesson 6: The Occupational Injuries and Diseases Act.
- Lesson 7: The Income Tax Act.
- Lesson 8: The Employment Equity Act

### Module 2 of 3: Mastering employees' Tax principles and calculations

- Lesson 1: Processing payroll from A–Z
- Lesson 2: Overview of Income Tax
- Lesson 3: Income / Earning transactions
- Lesson 4: Fringe benefits
- Lesson 5: Deduction transactions
- Lesson 6 : Tax calculations

### Module 3 of 3: Sage Pastel Payroll Pro

- Lesson 1: Getting started with Sage Pastel Payroll
- Lesson 2: Setting up your company
- Lesson 3: Setting up employees
- Lesson 4: Setting up payslips
- Lesson 5: Processing your payroll

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

**Investment per Delegate: R 11,020.00 incl VAT**

**(Always check out our current specials)**