Sage HR & Payroll
Payroll Certified Administrator (PCA)

By completing our five 1- day Sage Pastel Payroll & HR training courses within a 6 month period and obtaining the 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.

Sage Pastel Payroll & HR's training programs are accredited by FASSET SETA.

Entry Level Requirements:
Grade 10 literacy, numeracy and computer literacy.

Investment per delegate
Module 1 – 5: R10, 366 Incl. VAT.
*This amount excludes the examination fee

Modules to be completed
1) Payroll Legislation
2) Principles of Payroll & Taxation
3) Basic Software (Level 1)
4) Advanced Software (Level 2)
5) Payroll Tax Processing

Duration
5 full days
Registrations: 08h30 – 09h00
Module Duration: 09h00 – 16h30

Click **here** to make your booking.

Chat to us today
JHB +27 11 304 4270 - PTA +27 11 420 7000
training.pastelpayroll@sage.com

Module 1 of 5: Introduction to Payroll Legislation Training

Investment per delegate: R2,183 Incl. VAT
Duration: 09h00-16h30

Outline	Area	Jan	Feb	Mar
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), and not the practical system application.	Johannesburg	16	4,6,13	6,13
	Pretoria	16	6,13	6,13
	Cape Town	16	13	13
	Durban	16	13	13
	Nelspruit		13	
	Port Elizabeth		6	
	Pietermaritzburg		6	

Module 2 of 5: Principles of Payroll & Taxation Training

Investment per delegate: R2,183 Incl. VAT
Duration: 09h00-16h30

Outline	Area	Jan	Feb	Mar
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. • Correctly calculating tax on an annual bonus or irregular payments. • How to accommodate and calculate travel allowances. **NB:** This module encompasses only the theory (legislation) and not the practical system application.	Johannesburg	17	7,11,14	7,14
	Pretoria	17	7,14	7,14
	Cape Town	17	14	14
	Durban	17	14	14
	Nelspruit		14	
	Port Elizabeth		7	
	Pietermaritzburg		7	

Module 3 of 5: Basic Software (Level 1) Training

Investment per delegate: R2,000 Incl. VAT
Duration: 09h00-16h30

Outline	Area	Jan	Feb	Mar
A fundamental course for every Sage Pastel Payroll & 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. • 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 back-ups of your payroll information. Updating into a new pay period and closing off a month successfully.	Johannesburg	18	8,15,18	8,15
	Pretoria	18	8,15	8,15
	Cape Town	18	15	15
	Durban	18	15	15
	Nelspruit		15	
	Port Elizabeth		8	
	Pietermaritzburg		8	

Module 4 of 5: Advanced Software (Level 2) Training

Investment per delegate: R2,000 Incl. VAT
Duration: 09h00-16h30

Outline	Area	Jan	Feb	Mar
Ensure that you utilise Sage Pastel Payroll & HR 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.	Johannesburg	19	9,16,25	9,16
	Pretoria	19	9,16	9,16
	Cape Town	19	16	16
	Durban	19	16	16
	Nelspruit		16	
	Port Elizabeth		9	
	Pietermaritzburg		13	

Investment per delegate: R2,000 Incl. VAT
Duration: 09h00-16h30

Outline	Area	Jan	Feb	Mar
Are you processing your employees correctly? • Correct processing of incomes/earnings. • Correct processing of fringe benefits and tax calculations made simple. • Correct processing of retirement funding income. • Understand the factors that influence the tax calculation. • Calculating tax correctly, the simple way! • Examples and exercises of tax calculations. • Correctly calculating tax on an annual bonus or irregular payments. • How to accommodate and process travel allowances, Re-imbursive travel and garage cards.	Johannesburg	20	10,17	4,10,17
	Pretoria	20	10,17	10,17
	Cape Town	20	17	17
	Durban	20	17	17
	Nelspruit		17	
	Port Elizabeth		10	
	Pietermaritzburg		14	