Sage HR & Payroll
Payroll Certified Installer (PCI)

The Certified Installer course is mandatory for all Business Partners and Sage Pastel Payroll & HR Trainers who wish to support, train or consult on the Sage Pastel Payroll & HR Software. The Certified Installer certification includes more detail around payroll calculations than the Certified Administrator certification. Business Partners and Trainers are required to write a refresher examination once a year to retain their certification.

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
R6, 000 Incl. VAT per delegate
*Includes the PCI 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.

> Please note: Please note that this Certification is a pre-requisite for all Business Partners who wish to support, train or consult on the Sage Pastel Payroll & HR Software.

Chat to us today
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training.pastelpayroll@sage.com

Module 1 of 5: Introduction to Payroll Legislation Training

Outline	Area	Nov	Dec	Jan
Everything you need to know about effectively running a compliant payroll office!	Johannesburg	7,14	5	16
	Pretoria	14	5	16
• The A to Z on effectively running the payroll office.	Cape Town	14	5	16
• All you need to know about the Acts that govern payroll.	Durban	14	5	16
• Company policy and the responsibility of the payroll administrator.	Port Elizabeth	14		
• Termination procedures.	Pietermaritzburg	7		
• Reconciling tax and performing your own payroll audit.				

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

Module 2 of 5: Principles of Payroll & Taxation Training

Outline	Area	Nov	Dec	Jan
Are you taxing your employees correctly?	Johannesburg	8,15	6	17
	Pretoria	15	6	17
• Legislative requirements made simple and explained in detail.	Cape Town	15	6	17
• Fringe benefits and tax calculations made simple.	Durban	15	6	17
• Understand the factors that influence the tax calculation.	Port Elizabeth	15		
• Correctly applying directives.	Pietermaritzburg	8		
• 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.

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

Outline	Area	Nov	Dec	Jan
	Johannesburg	9,16	7	18
	Pretoria	16	7	18
	Cape Town	16	7	18
	Durban	16	7	18
	Port Elizabeth	16		
	Pietermaritzburg	9		

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.

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

Outline	Area	Nov	Dec	Jan
	Johannesburg	10,17	8	19
	Pretoria	17	8	19
	Cape Town	17	8	19
	Durban	18	8	19
	Port Elizabeth	17		
	Pietermaritzburg	14		

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.
- **Rates and Formulas.**

Module 5 of 5: Payroll Tax Processing Training

Outline	Area	Nov	Dec	Jan
	Johannesburg	11,18	9	20
Are you processing your employees correctly?	Pretoria	18	9	20
	Cape Town	18	9	20
• Correct processing of incomes/earnings.	Durban	18	9	20
• Correct processing of fringe benefits and tax calculations made simple.	Port Elizabeth	18		
• Correct processing of retirement funding income.	Pietermaritzburg	15		

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.