

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 CSP/ACb(SA) – Certified Senior Payroll Administrator upon successful registration with the ICB.

Investment & Duration:

Normally: R 7,495.00 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 R 6,495.00 incl. VAT per delegate.

Duration: 5 days



Softline 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: R11,499.00 incl. VAT

Duration: 1 Day

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

- The A to Z on 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
Johannesburg	-	10	-
Pretoria	-	4	-
Cape Town	-	4	-
Durban	-	10	-

Evolution Basic Software Training [Module 2 of 5]

Investment per Delegate: R11,499.00 incl. VAT

Duration: 1 Day

A fundamental course for every Pastel Evolution 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.
- How to create employees.
- Setting up and adjusting leave.
- How to capture leave taken.
- How to set up a payslip 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 (EFTs).
- How to print the payslips.
- Which reports to print a 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.

Venue	April	May	June
Johannesburg	-	17	-
Pretoria	-	5	-
Cape Town	-	5	-
Durban	-	17	-

Pastel Payroll Training Manual Free

Daniela Niemeyer



Pastel Payroll Training Manual Free:

Financial Mail ,1991-08 A Global Guide to Human Resource Management Thomas Klikauer,2022-06-17 A Global Guide to Human Resource Management is a concise HRM introductory text offering a uniquely non region specific approach to people management in international business organisations The book presents an alternative to standard managerial approaches reflecting the perspectives of multiple stakeholders workers trade unions states and governments NGOs to critically evaluate HRM in practice and in so doing enables students to make effective decisions in their own practice wherever their careers take them Its accessibility and concision make it well suited to short courses for non HRM and non business specialists This text covers all major introductory topics for non specialists introducing the concept and purpose of HRM through recruitment people skills designing work promoting health rewarding success and successful and ethical people management This edition includes a new chapter on green HRM Rich with pedagogical features the book includes five case studies per chapter to connect theory with practice It is also supported with a range of instructor materials including online guest lectures general discussion questions a glossary an index and online documentaries that explain how to manage people It is essential reading for students interested in Human Resources and Personnel Management Organisational Behaviour and Development and Workplace Culture **The Software Encyclopedia** ,1988 Architectural Record ,1984
InfoWorld ,1983-07-25 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **The Air Force Officer's Guide** Andrew J. Kinney,1983-02 **The Oxford Handbook of Pensions and Retirement Income** Gordon L. Clark,Alicia H. Munnell,J. Michael Orszag,2006-07-20 This handbook draws on research from a range of academic disciplines to reflect on the implications for provisions of pension and retirement income of demographic ageing it reviews the latest research policy related tools analytical methods and techniques and major theoretical frameworks **Messenger and Visitor** ,1915
Furniture Manufacturer and Artisan ,1915 **Health Care Software Sourcebook & IT Buyer's Guide** ,1999
Introduction to Business Heidi M. Neck,Christopher P. Neck,Emma L. Murray,2023-05-12 Introduction to Business ignites student engagement and prepares students for their professional journeys regardless of their career aspirations Best selling authors Heidi M Neck Christopher P Neck and Emma L Murray inspire students to see themselves in the world of business and to develop the mindset and skillset they need to succeed A diverse set of impactful examples and cases from inspiring startups and small businesses to powerful corporations illustrate how businesses can prosper and create positive impact *The Software Encyclopedia 2000* Bowker Editorial Staff,2000-05 **Data Literacy** David Herzog,2015-01-29 A practical skill based introduction to data analysis and literacy We are swimming in a world of data and this handy guide will keep you afloat while you learn to make sense of it all In Data Literacy A User s Guide David Herzog a journalist with a decade of experience using data analysis to transform information into captivating storytelling introduces students and

professionals to the fundamentals of data literacy a key skill in today's world Assuming the reader has no advanced knowledge of data analysis or statistics this book shows how to create insight from publicly available data through exercises using simple Excel functions Extensively illustrated step by step instructions within a concise yet comprehensive reference will help readers identify obtain evaluate clean analyze and visualize data A concluding chapter introduces more sophisticated data analysis methods and tools including database managers such as Microsoft Access and MySQL and standalone statistical programs such as SPSS SAS and R

The American School Board Journal William George Bruce, William Conrad Bruce, Susanna Cocroft, 1918 A periodical of school administration

Ulrich's International Periodicals Directory Carolyn Farquhar Ulrich, 1998

2400 Business Books and Guide to Business Literature Linda H. Morley, Adelaide C. Kight, 1920

The Western Christian Advocate, 1914

Computerworld, 1982-05-17 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

[Connecting Health and Humans](#) K. Saranto, Patricia Flatley Brennan, Hyeoun-Ae Park, Marianne Tallberg, 2009-06-15 The proceedings of the 10th International Nursing Informatics Congress NI2009 offers a wide range of scientific knowledge to be disseminated among nurses administrators physicians or informaticians irrespective of whether they are clinicians teachers researchers or students The variation of papers follow the advances in health information technology although certain important topics such as ethics education management and clinical practice applications remain The proceedings follows the ten themes of the conference programme clinical workflow and human interface consumer health informatics and personal health records health information technology terminology standards and NMDS's patient preferences and quality of care patient safety evidence based practice and decision support consumer and professional education strategies and methods for HIT training and national eHealth initiatives across the globe

Encyclopedia of Business Ethics and Society Robert W. Kolb, 2008 This encyclopedia spans the relationships among business ethics and society with an emphasis on business ethics and the role of business in society

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