

Training Schedule

December 2010

Pastel Evolution Payroll & HR Certified Installer Training (PCI)

Please note that this qualification is a pre-requisite for all Channel Partners who wish to support, train or consult on the Pastel Evolution Payroll & HR products

By completing our five 1-day payroll training courses within a 5 month period and obtaining your Pastel Evolution Payroll & HR installers 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) signing you with a professional body. This will enable you to use the designation **CSPAB(SA) – Certified Senior Payroll Administrator** upon successful registration with the ICB.

Investment & Duration:

Investment: R10,500 Incl. VAT per delegate for the Full Certification & includes the Evolution PCI Examination.

Entry Level Requirements:

Grade 10 Literacy and Numeracy, Computer Literacy.

Modules to be completed:

- 1) Basic Training Level 1
- 2) Basic Training Level 2
- 3) Payroll Tax Training
- 4) Payroll Administration Training
- 5) Problem Solving Training

Duration: 5 days

Evolution Software Training – Level 1 (Module 1 of 5)

Investment per Delegate: R11, 500.00 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 leaves.
- How to capture leave taken.
- How to set up a payroll 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 (EFT's).
- How to print the pay slips.
- Which reports to print a month-end.
- How to amend a payroll in the event that a mistake was made.
- Making backup of your payroll information.
- Updating info a new pay period and closing off a month successfully.

Venue	December
Johannesburg	05
Pretoria	07
Cape Town	08
Durban	09

Pastel Payroll Training Manual

A Loxley



Pastel Payroll Training Manual:

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