TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC
Sage Authorised Learning Partner Centre & Dealer

2011/080659/23

Wanda Nel – 082 320 8432

Email: wandanel@nbtraining.co.za

Website: www.nbtraining.co.za

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Sage Pastel Payroll
Payroll Certified Administrator Course

Course Overview:
This course is designed to equip you with the knowledge and skills to run a Payroll Office as a Payroll Certified Administrator and efficiently process in Sage Pastel Payroll.

What's covered in the course:

1. **Payroll Administrator and Legislation**
- The role and responsibilities of the payroll administrator
- Confidentiality and Security
- Statutory deadlines
- Items forming part of an employee's pay slip
- An overview of the Basic Conditions of Employment Act (BCEA)
- Wage vs Remuneration
- An overview of the Statutory Leave types
- Introduction to the Income Tax Act, more specifically the Fourth and Seventh Schedule to the Income Tax Act
- Unemployment Insurance Fund Act
- Skills Development Act
- Compensation for Occupational Injuries and Diseases Act

2. **Principals of Payroll Tax**
- What the Income Tax is about
- Factors influencing the tax calculation
- Taxation rules for different types of employees
- Different types of earning, fringe benefits and deductions and how remuneration is calculated
- Medial Aid and medical tax credits
- Calculating tax
- Employment Tax Incentive (ETI)

3. **Pastel Payroll Processing**
- Getting started with Sage Pastel Payroll
- Setting up your company
- Setting up employees
- Setting up pay slips
- Processing your payroll
- Batch Transactions

Course Duration: 3-4 Full Consecutive Days (9h00 – 16h00)
Classroom Training (Vanderbijlpark): R13,478.00
Virtual Training: R10,028.00

Assessment – Certification:
The assessment is online and has 80 questions.
A minimum result of 75% needs to be achieved for the assessment.

Assessment Fee (writing on your own): R1,100.00
Assessment Fee (writing at training centre): R1,600.00

Important: A stable internet connection is required to access the virtual training and assessment.