

Pastel Payroll Courses

Pastel Partner Payroll Level 1

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 1 day

Investment per delegate

- R 1,399.00 Incl. VAT (R 1,227.20 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

An absolute must for every Pastel Partner Payroll user!

The course includes the following content:

- 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.
- Creating 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.
- Which reports to print at month end.
- Amending 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.

Pastel Partner Payroll Level 2

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 1 day

Investment per delegate

- R 1,399.00 Incl. VAT (R 1,227.20 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

Harness the full power of Pastel Partner Payroll.

The course includes the following content:

- 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 .
- Printing reports for previous periods.
- Learn how to use the powerful Multiple Transaction Manager to affect global transaction changes over multiple selections of employees.

Pastel Partner Payroll Tax Training

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 1 day

Investment per delegate

- R 1,399.00 Incl. VAT (R 1,227.20 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

Ensure that all your employees are taxed correctly.

The course includes the following content:

- 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.
- Calculating tax correctly, the simple way!
- Correctly calculating tax on an annual bonus or irregular payments.
- How to accommodate and calculate travel allowances.
- Performing the SITE and PAYE split.

Pastel Partner Payroll Administration

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 1 day

Investment per delegate

- R 1,399.00 Incl. VAT (R 1,227.20 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

The know-how to run a compliant Payroll office..

The course includes the following content:

- The monthly payroll cycle.
- All you need to know about the Acts that govern Payroll.
- 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.

Pastel Partner Payroll Problem Solving

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 1 day

Investment per delegate

- R 1,399.00 Incl. VAT (R 1,227.20 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

Become an expert!

The course includes the following content:

- Identifying tax discrepancies.
- Evaluating Payroll tax parameters.
- How to make leave adjustments.
- Loading year-to-date leave information.
- How to utilise Payroll Reports for problem solving purposes.
- Using the monthly analysis report for payroll auditing purposes.
- Common mistakes while making backup

Training Booking Form – Pastel Payroll

Please ensure that you complete and sign the Booking Form. Fax the completed Booking Form and proof of payment to: **(011) 679 1544** or e-mail a scanned copy to **training@konitek.co.za**

Company & Delegate(s) Details

Company Name	-	E-mail Address	-
Telephone Number	-	Fax Number	-
Delegate 1 (Name)	-	Delegate 2 (Name)	-
Food Requirements / Allergies	-	Food Requirements / Allergies	-

Select Course & Dates

Course

Pastel Partner Payroll Level 1	<input type="checkbox"/>
Pastel Partner Payroll Level 2	<input type="checkbox"/>
Pastel Partner Payroll Tax Training	<input type="checkbox"/>
Pastel Partner Payroll Administration	<input type="checkbox"/>
Pastel Partner Payroll Problem Solving	<input type="checkbox"/>

Dates

JHB – Strubensvalley : 16 August 2010
JHB – Strubensvalley : 17 August 2010
JHB – Strubensvalley : 18 August 2010
JHB – Strubensvalley : 19 August 2010
JHB – Strubensvalley : 20 August 2010

All training will be held at the Konitek Offices. Clearwater Office Park, 1st Floor – Building 6, c/o Christian De Wet & Millenium Boulevard – Strubensvalley (Across Clearwater Mall). Training registrations start at 8h30, training commences at 9h00. Most sessions finish at 16h00.

Payment Option

Direct Deposit/Transfer – Please attach proof of payment to your booking form.

Konitek Training & Development (PTY) Ltd - Standard Bank, Clearwater Mall, Account: 061094625, Branch Code: 001206

Important notice

Seats are allocated on a first-come-first-served basis • All Booking Forms must be accompanied by a proof of payment Postponements must be faxed or emailed to our Training Department at least 5 working days prior to the course commencement date or full course fees will be payable • Cancellations are only accepted upon written notification at least 10 working days prior to the course commencement date failing which a 20% cancellation fee will be levied. Failure to cancel within 5 working days of the course commencement date will incur full course fees. Substitutions can, however, be made at any time. Konitek reserves the right to cancel any course should there be an insufficient number of delegates booked for that course.

I hereby agree to the above mentioned:

Date: _____ Name: _____ Signature: _____