



PASTEL PARTNER PAYROLL | ADMINISTRATION CERTIFICATION

By completing Pastel Payroll's five 1-day payroll training courses within a 6 month period you will have an internationally recognised accreditation with the ICB (Institute of Certified Bookkeepers) aligning you with a professional body, allowing you to use **the payroll** designation CSPAIcb(SA). Clients who have completed their Level 1 and Level 2 training courses may also register with the ICB and will be allowed to use the CJPAIcb(SA) designation (affiliate member).

As a member of the ICB you will receive the following benefits:

1. Membership Certificate.
2. Internationally recognised payroll designation that may be used on business cards and e-mail signatures.
3. Four issues of the ICB Magazine per annum.
4. Free and subsidised meetings.
5. Free ICB branded diary.

Modules to be completed to qualify for the CSPAIcb(SA) Designation (member):

1. Payroll Administration Training – 1 Day
2. Basic Product Training – 1 Day
3. Advanced Product Training – 1 Day
4. Payroll Tax Training – 1 Day
5. Problem Solving Training – 1 Day

Modules to be completed to qualify for the CJPAIcb(SA) Designation (member):

1. Payroll Administration Training – 1 Day
2. Basic Product Training – 1 Day

PAYROLL ADMINISTRATION TRAINING COURSE (1 DAY)

- 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

PASTEL PAYROLL BASIC SOFTWARE TRAINING (1 DAY)

- 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, 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 backups of your payroll information. Updating into a new pay period and closing off a month successfully.



Pastel Payroll Advanced Software Training (1 day)

Ensure that you utilise Pastel Payroll 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.
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Pastel Payroll Tax Training Course

Are you taxing your employees correctly?

- 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.
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Pastel Payroll Problem Solving Workshop (1 Day)

Simple steps on how to become a payroll “do-it-yourself” expert!

This comprehensive & Practical Workshop will Provide you with extensive Problem solving Techniques in respect of:

- **Payroll Tax**
 - Identifying tax discrepancies.
 - Evaluating Payroll tax parameters.
 - Payroll tax tips for the “do-it-yourself” expert.
 - **Leave**
 - How to make leave adjustments.
 - Loading year-to-date leave information.
 - **Payroll Reporting**
 - How to utilise Payroll Reports for problem solving purposes.
 - Using the monthly analysis report for payroll auditing purposes.
 - **Backups**
 - Common mistakes while making backups.
 - How to successfully restore a backup.
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To register for any of these workshop please complete the registration form on the next page and fax back to 086 579 4640 together with your Proof of Payment.

For further inquiries email: info@lemays.co.za



Please complete and return with proof of payment to: 086 579 4640

Delegate Name:	Company Name:				
ID Number::	Company VAT Number:				
Postal Address:	Postal Address:				
Tel:	Tel:				
Fax:	Fax:				
Cell:	Cell:				
E-mail :	E-mail :				
Course Name:					
Course Date:	How did you learn about LTC?				
Course Times: Courses are presented from 09h00 – 16h30 . These times include tea breaks and a lunch break. <u>Meal Requirements: Allergies</u> Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc? Pease state if applicable: _____ <u>Direct Deposit</u> Account Details: Lemay's Training Centre CC, Standard Bank, Clearwater Branch Code: 00 001 206 Account No: 402222768	<u>Credit Card Payments–THE CARD USED FOR PAYMENT NEEDS TO BE PRESENTED ON THE DAY THE COURSE STARTS FOR AUTHENTICATION PURPOSES.</u> Card Holder: _____ Card Number: _____ Expiry Date: _____ CCV Number: _____ Amount: _____ Signature: _____ Please Tick <table border="1"> <tr> <td>Straight:</td> <td>Budget : 3 Months</td> </tr> <tr> <td></td> <td>Budget : 6 Months</td> </tr> </table>	Straight:	Budget : 3 Months		Budget : 6 Months
Straight:	Budget : 3 Months				
	Budget : 6 Months				

➤ **TERMS & CONDITIONS :**

➤ Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and booking forms only.

➤ Payment is required strictly a week before commencement date of the course. Proof of payment to be faxed to 011 – 672 7779

➤ **NO CANCELLATIONS WILL BE ACCEPTED, THE FULL COURSE FEE WILL BE CHARGED** – although substitutions may be made as agreed with Lemay's Training Centre. Delegate must attend next scheduled course

➤ Lemay's Training Centre CC reserves the right to cancel any course should there be an insufficient number of delegates booked for a course.

➤ Secure parking available

➤ Certificates issued by PASTEL on completion of an assessment (pass mark 75%)

I hereby agree to the above terms and conditions and that I meet the Entrance Requirements for the course that I am registering for.

Applicant's Signature: _____ **Date:** ____ / ____ /20 ____