



# LEMAY'S TRAINING CENTRE

Training that counts.

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## PASTEL PARTNER PAYROLL

### LEVEL 3 – TAX TRAINING

### LEVEL 4 – ADMINISTRATION TRAINING

**ARE YOU TAXING YOUR EMPLOYEES  
CORRECTLY?**

**EVERYTHING YOU NEED TO KNOW  
ABOUT EFFECTIVELY RUNNING A  
COMPLIANT PAYROLL OFFICE!**

**Entrance Requirements** - Grade 10 literacy & numeracy, computer literacy

**Delivery Methods** - Instructor-led, group-paced, classroom-delivery learning model, with structured hands-on activities.

**COURSE DURATION: ONE DAY (1)**

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#### COURSE OUTLINE

- 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 Payment.
- How to accommodate and calculate travel allowances.
- Performing the SITE and PAYE Split.

#### COURSE OUTLINE

- 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