



PASTEL PARTNER PAYROLL

LEVEL 5 – PROBLEM SOLVING TRAINING

SIMPLE STEPS ON HOW TO BECOME A PAYROLL "DO IT YOURSELF" EXPERT!

Entrance Requirements - Grade 10 literacy & numeracy, computer literacy

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

COURSE DURATION: ONE DAY (1)

COURSE OUTLINE

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.
- Formulae.
- How to make changes to incorrectly defined formulae.
- Payroll Reporting.
- How to utilize Payroll Reports for problem solving purposes.
- Using the new monthly Analysis Report for Payroll Auditing Purposes.