

PASTEL | PAYROLL

PASTEL PAYROLL CERTIFIED EDUCATOR (PCE)

PLEASE NOTE THAT THIS QUALIFICATION IS A PRE-REQUISITE FOR ALL COLLEGE EDUCATORS WHO PRESENT TRAINING ON THE PASTEL PAYROLL PRODUCT AS PART OF THE B4 / B5 SYLLABUS.

DURATION: Full Day Course
COST: R225.00-excl. VAT Per Person (PPL: R24.50 including VAT)

COURSE BENEFITS

- Ensuring that you are 100% up to date with Payroll Legislation and the Pastel Payroll 2007/2008 product.

COURSE HIGHLIGHTS

- Introduction to Pastel Payroll
- Creating Companies on Pastel Payroll
- Defining Company Parameters
- Creating User Defined Fields
- Calculation Totals
- Creating Additional Parameters
- Creating Employee Profiles
- Adding Employee Information
- Functions on the Pay Slip Screen
- Procedures for Leave Processing
- Processing Unpaid Leave
- Terminating Employees
- Reinstating Employees
- Performing the Payroll Run
- Processing Cheques and Bank Transfers
- Performing Clear Run Flags
- Performing the Pay Run Period Update
- Year End Processing
- New Faculty

AREA	VENUE	DATE
Johannesburg	Conferencing at Sofhome, Woodmead	3 October 2007
Johannesburg	Conferencing at Sofhome, Woodmead	30 October 2007
Johannesburg	Conferencing at Sofhome, Woodmead	1-4 November 2007
Cape Town	Pastel Payroll Training Academy, Cape Town	23 October 2007
Cape Town	Pastel Payroll Training Academy, Cape Town	14 December 2007
Durban	Pastel Payroll Training Academy, Durban	19 October 2007
Durban	Pastel Payroll Training Academy, Durban	19 November 2007

- Duration: 08:00 – ± 16:30 daily.
- Course includes refreshments and lunch.
- Registration from 08:00.
- An original invoice will be presented at the registration desk.
- Seats are limited and bookings will be taken on a first-come-first-served basis.
- Please E-mail bookings to postbookings@pastelpayroll.com or contact us on (011) 695 2450.

PASTEL PAYROLL CERTIFIED EDUCATOR EXAMINATION

A pass rate of 75% has to be achieved in order to become a Pastel Payroll Certified Educator. This Examination is a 3-hour, written exam.
 Please note that the cost of your **first** Examination is Free, thereafter the below rates will apply.

• 1 st Examination –	FREE	
• 2 nd Re-Write	-	R120.00-excl VAT
• 3 rd Re-Write	-	R250.00-excl VAT
• 4 th Re-Write	-	R500.00-excl VAT

Pastel Payroll Syllabus

Michael Seilmaier



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Table of Contents Pastel Payroll Syllabus

1. Understanding the eBook Pastel Payroll Syllabus
 - The Rise of Digital Reading Pastel Payroll Syllabus
 - Advantages of eBooks Over Traditional Books
2. Identifying Pastel Payroll Syllabus
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pastel Payroll Syllabus
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pastel Payroll Syllabus
 - Personalized Recommendations
 - Pastel Payroll Syllabus User Reviews and Ratings
 - Pastel Payroll Syllabus and Bestseller Lists
5. Accessing Pastel Payroll Syllabus Free and Paid eBooks
 - Pastel Payroll Syllabus Public Domain eBooks

- Pastel Payroll Syllabus eBook Subscription Services
- Pastel Payroll Syllabus Budget-Friendly Options
- 6. Navigating Pastel Payroll Syllabus eBook Formats
 - ePub, PDF, MOBI, and More
 - Pastel Payroll Syllabus Compatibility with Devices
 - Pastel Payroll Syllabus Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Pastel Payroll Syllabus
 - Highlighting and Note-Taking Pastel Payroll Syllabus
 - Interactive Elements Pastel Payroll Syllabus
- 8. Staying Engaged with Pastel Payroll Syllabus
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pastel Payroll Syllabus
- 9. Balancing eBooks and Physical Books Pastel Payroll Syllabus
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Pastel Payroll Syllabus
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Pastel Payroll Syllabus
 - Setting Reading Goals Pastel Payroll Syllabus
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pastel Payroll Syllabus
 - Fact-Checking eBook Content of Pastel Payroll Syllabus
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

Pastel Payroll Syllabus Introduction

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