

## Training Schedule

December 2010

### Pastel Evolution Payroll & HR Certified Installer Training (PCI)

Please note that this qualification is a pre-requisite for all Channel Partners who wish to support, train or consult on the Pastel Evolution Payroll & HR product!

By completing our five 1-day payroll training courses within a 6 month period and obtaining your Pastel Evolution Payroll & HR installers Certification, you will have all the knowledge and skills you need to process your payroll effectively and efficiently in order for your business to get the optimal return from your payroll software. By obtaining this certification, you will be a specialist in your field and have a recognised certification with the ICB (Institute of Certified Bookkeepers) aligning you with a professional body. This will enable you to use the designation **CSP/Ab(SA) – Certified Senior Payroll Administrator** upon successful registration with the ICB.

#### Investment & Duration:

**Investment:** R3,999 incl. VAT per delegate for the Full Certification & includes the Evolution PCI Examination.

**Duration:** 5 days

#### Entry Level Requirements:

Grade 10 Literacy and Numeracy, Computer Literacy.

#### Modules to be completed:

- 1) Basic Training Level 1
- 2) Basic Training Level 2
- 3) Payroll Tax Training
- 4) Payroll Administration Training
- 5) Problem Solving Training

### Evolution Software Training – Level 1 [Module 1 of 5]

**Investment per Delegate:** R1,399.00 incl. VAT

**Duration:** 1 Day

#### A Fundamental Course For Every Pastel Evolution Payroll User!

- 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.
- How to create employees.
- Setting up and adjusting leave.
- How to capture leave taken.
- How to set up a payroll for an employee.
- Capturing overtime and other additional payment information.
- Understanding and changing transactions to suit specific processing requirements.
- Setting up and processing Electronic Bank Transfers (EFT).
- How to print the pay slips.
- Which reports to print a month-end.
- How to amend a payroll 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.

| Venue        | December |
|--------------|----------|
| Johannesburg | 6        |
| Pretoria     | -        |
| Cape Town    | -        |
| Durban       | -        |

# Pastel Payroll Training Manual

**David Baud**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

## **Pastel Payroll Training Manual:**

## Reviewing **Pastel Payroll Training Manual**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Pastel Payroll Training Manual**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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