

# 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 224.50 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](mailto:postbookings@pastelpayroll.com) or contact us on (011) 295 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 <sup>st</sup> Examination –	FREE	
• 2 <sup>nd</sup> Re-Write	-	R120.00 excl VAT
• 3 <sup>rd</sup> Re-Write	-	R250.00 excl VAT
• 4 <sup>th</sup> Re-Write	-	R500.00 excl VAT

# Pastel Payroll Syllabus

**Tobias Bleicker**



## **Pastel Payroll Syllabus:**

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