



Preferred
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TRAINING

Process your payroll more effectively and efficiently. Become accredited by the Institute of Certified Bookkeepers. Upon successful completion of this course register with the ICB and use the designation MICB(SA)(Payroll)

2011 Pastel Payroll Course Details and Schedule

Course name:	Duration Price VAT incl.	Brief Course Outline – Further Details available on request. Total Investment R7495.00 (incl. VAT) Duration: 5 days
Payroll Level 1 FUNDAMENTALS	1 Day R1,499.00	This course entails the following: <ul style="list-style-type: none"> • Create & Setup a payroll company • Create cost centres, pay points and job codes. • Setup and capture & print payslips, leave, overtime. • Enter statutory requirements. • Amend transactions to suit processing requirements. • Set up and process Electronic Bank Transfers (EFTs). • Month End Reports • Correct payslip errors • Making backups of your payroll information. • Update into a new pay period and close off a month
Payroll Level 2 SETUP & UTILISATION	1 Day R1,499.00	This course entails the following: <ul style="list-style-type: none"> • Easily Import and Export information. • User access rights and passwords. • Create new transaction templates • Set up new rates for specialised shift allowances and specific overtime requirements. • Utilise Batch Transactions facility. • Setting up new payslip languages. • Printing reports for previous periods. • Learn the Multiple Transaction Manager
Payroll Level 3 TAX TRAINING	1 Day R1,499.00	This course entails the following: <ul style="list-style-type: none"> • Legislative requirements • Fringe benefits and tax calculations made simple. • Factors that influence the tax calculation. • Correctly applying directives. • How to tax temporary or part-time employees. • Calculating tax correctly, the simple way! • Correctly calculate tax • Calculate travel allowances. • SITE and PAYE split.
Payroll Level 4 ADMINISTRATION	1 Day R1,499.00	This course entails the following: <ul style="list-style-type: none"> • The A to Z on effectively running the Payroll Office. • Acts that govern Payroll. • Employee Terminations. • Reconciling earnings and deductions. • Tax reconciliations & Payroll audit. • Statutory forms and UIF Submissions.
Payroll Level 5 PROBLEM SOLVING	1 Day R1,499.00	This course entails the following: <ul style="list-style-type: none"> - Identifying tax discrepancies. - Evaluating Payroll tax parameters. - Payroll tax tips for the "do- it- yourself" expert. - How to make leave adjustments. - Loading year-to-date leave information. - Changes to incorrectly defined formulae. - Use Payroll Reports for problem solving purposes - Use the monthly analysis report for payroll auditing