Sage Pastel Payroll Courses

Why Study Sage Pastel Payroll?

Sage Pastel Payroll is one of the most widely used payroll software packages in South Africa.

By completing the official course you will learn how to effectively use the Pastel Payroll software.

Becoming a Pastel Certified Administrator (PCA) or Pastel Certified Installer (PCI) will add a valuable qualification to your CV and help you to take your career forward.

Modes of Delivery

There are 3 ways in which the Pastel Payroll courses can be completed:

1) Classroom Courses - attend face-to-face in person on scheduled dates.
2) Virtual Courses - live sessions via Microsoft Teams on scheduled dates, allowing remote participation from anywhere with internet.
3) E-learning – complete the course online at your own pace and convenience.

Pastel Payroll Certified Administrator (PCA) Course

The PCA course teaches you how to setup and process a payroll using the Pastel Payroll software. In addition, it also covers Payroll Legislation as well Employee Tax Principles and Calculations.

The course can be completed by attending the **4-day classroom / virtual course** or by enrolling for the **e-learning (self-paced)**.

Pastel Payroll Certified Installer (PCI) Course

The PCI is the more advanced certification. It covers everything included in the PCA course PLUS more i.e. it covers additional advanced functionality in the Pastel Payroll Tools module.

This certification is for people wanting to be super-users on the system or who want to become Pastel Payroll trainers or consultants.

The course can be completed by attending the **6-day classroom / virtual course** or by enrolling for the **e-learning**.

Certification

To get your official Sage certification you need to take the online exam after completing the course.

Course Fees and Details

	PASTEL CERTIFIED ADMINISTRATOR (PCA)	PASTEL CERTIFIED INSTALLER (PCI)
Who is this for?	A Standard User	A Super User (or people wanting to become consultants / trainers)
E-Learning Fee (INCLUDES Exam Fee)	R 7,300 incl. VAT	R 9,800 incl. VAT
Virtual Course Fee (INCLUDES Exam Fee)	R 10,700 incl. VAT	R 15,700 incl. VAT
Classroom Course Fee (INCLUDES Exam Fee)	R 14,400 incl. VAT	R 21,000 incl. VAT
Duration for Classroom and Virtual courses	4 days in classroom.	6 days in classroom.
Duration for E-learning	The e-learning and the exam should be completed in 1 year.	The e-learning and the exam should be completed in 1 year.

Difference between the Virtual Course and E-learning

Virtual courses are held on Microsoft Teams / Zoom. It is like attending a classroom course except that you do so from your own home / office. Please note that you need a reliable internet connection for this. There are set dates available for virtual courses and you would need to book for a specific date.

With E-learning you do at it your own pace i.e. there are no set dates. You login to the Sage e-learning system and complete your course online.

Pastel Payroll Certified Administrator (PCA) Course Breakdown

This is a 4 day course in the Classroom / Virtual course OR it can be completed via e-learning at your own pace (you can take up to 1 year to complete it).

Day 1
Introduction to Payroll Administration and Legislation

Everything you need to know about effectively running a compliant payroll office!

- The role and responsibilities of the payroll administrator
- Confidentiality and security
- Statutory deadlines
- Items forming part of an employee's payslip
- Retention of payroll documentation
- An overview of the Basic Conditions of Employment Act (BCEA)
- Wage vs Remuneration
- An overview of the Statutory Leave types
- Introduction to the Income Tax Act, more specifically the Fourth and Seventh Schedule to the Income Tax Act
- Unemployment Insurance Fund Act
- Skills Development Act
- Compensation for Occupational Injuries and Diseases Act
- Employment Equity Act

Days 2
Simpler Tax – Foundational understanding of Payroll Tax

- What the Income Tax Act is about.
- Factors influencing the tax calculation.
- Taxation rules for different types of employees.
- Different types of earning, fringe benefits and deductions and how remuneration is calculated.
- Medical aid and medical tax credits.
- Calculating tax.
- Employment Tax Incentive (ETI).

Days 3 and 4
Sage Pastel Payroll Pro

The fundamentals for every Sage Pastel Payroll & HR user.

- Getting started with Sage Pastel Payroll
- Setting up your company
- Setting up employees
- Setting up payslips
- Processing your Payroll
- Batch Transactions

Pastel Payroll Certified Installer (PCI) Course Breakdown

The PCI includes everything from the PCA above plus the Sage Pastel Payroll Tools below.

This is a 6-day course in the classroom (the first 4 days are the same as the PCI above) OR it can be completed via e-learning at your own pace (you can take up to 1 year to complete it).

Days 5 and 6
Sage Pastel Payroll Tools

You will be familiarised with the advanced features of Sage Pastel Payroll as well as the Sage Pastel HR module.

Course outline:

- Importing and exporting employee master files
- Defining transaction templates
- Formulae
- Other functionalities in payroll
- General troubleshooting
- Sage Payroll HR

Contact us

If you have any questions or need any assistance, then please get in touch:

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