

# Sage Pastel Payroll: PCA Course

## Course Overview:

This course is designed to equip you with the knowledge and skills to navigate and efficiently process in Sage Pastel Payroll.

## What's covered in the course:

- Payroll Administration and Legislation (Day1)
  - The role and responsibilities of the payroll administrator.
  - Confidentiality and security.
  - Statutory deadlines.
  - Items forming part of an employee's payslip.
  - 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.



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## What's covered in the course:

- Principles of Payroll Tax (Day 2 - 3)
  - Understand the application of each of the tax statuses to be able to select the correct tax status for an employee.
  - Understand the taxation of various earnings.
  - Calculate and process provision for tax on an annual bonus.
  - Understand the taxation of various fringe benefits (taxable perks).
  - Understand the tax deductions.
  - Understand the taxation of medical aid.
  - Understand the various uses of the tax, additional tax and tax on lump sum deduction lines.
  - Understand factors that will influence the tax calculation of an employee.
  - Manually calculate tax for an employee using both the normal and average tax calculation.



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## What's covered in the course:

- Processing (Day 4 - 5)  
Getting started with Sage Pastel Payroll.  
Setting up your company.  
Setting up employees.  
Setting up pay slips.  
Processing your payroll.  
Batch transactions.



This course duration is approximately 30 hours (5 days)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom
- eLearning



The assessment is online and has 80 questions.



A stable internet connection is required to access the virtual classroom and exam.