

# Sage Premier: Basic Payroll

## Course Overview:

The purpose of the Premier Payroll Basic training is to provide you with the necessary skills that will enable you to take full ownership of the payroll function. You will be able to complete an entire pay run on the Sage Premier system.

## What's covered in the course:

- Apply the payroll processing checklist covering basic steps of a pay run.
- Add new employees on the Premier system.
- Complete functions on the employee payslip.
- Use time-saving utilities such as batches.
- Reconcile input to ensure accurate payment.
- Apply correct procedures for terminations.
- Print payslips and reports.



This course duration is approximately 12 hours (2 days)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom
- eLearning



The assessment is online and has 32 questions. Please request separately.



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

# Sage Premier: Payroll Pro

## Course Overview:

The purpose of the Payroll Pro training is to introduce several additional functionalities of the Sage Premier system and to consider more advanced aspects of payroll administration.

## What's covered in the course:

- Import and export data to and from the Sage Premier system using the flexi import/export facilities.
- Have a basic understanding of methods of calculation.
- Globally link employees to methods of calculation.
- Copy methods of calculation between companies.
- Define the layout of current period and history payslips using the Payslip Setup Screen.
- Insert your company logo to print on new format reports, new format payslips and history payslips.
- Print history reports.
- Print Sage insight reports.
- Use the suspension/maternity function.



This course duration is approximately 6 hours (1 day)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom
- eLearning



The assessment is online and has 20 questions. Please request separately.



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



# Sage Premier: Leave Administration

## Course Overview:

This workshop covers all features of the Leave Module, showing you how to use each function in different scenarios.

## What's covered in the course:

- Explain the theory of leave according to the Basic Conditions of Employment Act.
- Apply the rules of the four statutory leave types on the leave system.
- Apply the 8-week rule for sick leave.
- Define different types of leave on the Leave Days Control Screen.
- Enter leave transactions on the employee's Leave Day Screen and Payslip Screen.
- Ensure effective leave management by understanding the standard leave reports.



This course duration is approximately 6 hours (1 day)



The following course options are available:

- eLearning



The assessment is online and has 20 questions. Please request separately.



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





# Sage Premier: Academy (Unit 1)

## Course Overview:

Unit 1 has been specifically developed to introduce you to the fundamental concepts surrounding payroll administration and payroll processing. This course covers all the theory applicable to payroll processing and payroll administration, including the relevant legislative requirements that a company's payroll should adhere to. Hands-on practical sessions are used to simulate an actual payroll office environment. Learners have ample opportunity to apply the theory that has been discussed. The Payroll system (Premier) is used for all practical sessions. The course covers all the functions of the system needed by a payroll processor or payroll administrator to be a proficient Premier user.

## What's covered in the course:

- Overview of statutory requirements governing payroll administration including Basic Conditions of Employment Act (BCEA), Income Tax Act, Unemployment Insurance Fund (UIF) Act, Skills Development Act (SDA) and Skills Development Levies Act (SDL) and Occupational Injuries and Diseases Act (OID).
- Processing payroll data including adding a new employee, earnings, deductions and increases.
- Basic leave administration.
- Printing reports and payslips.
- Introduction to fringe benefits, medical aid and retirement reforms.



This course duration is approximately 30 hours (5 days)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom



The class test is online and has 38 questions. The assessment is also online and has 100 questions.



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



# Sage Premier: Academy (Unit 2)

## Course Overview:

Unit 2 has been specifically developed to provide you with the tools that you require to reconcile your payroll effectively. Company parameters are also introduced teaching you about modifying the system setup to better work for your company's needs. Attention is given to the essential concepts relating to the Income Tax Act, including taxability of earnings and deductions, and an introduction to tax calculations. Theoretical sessions are used to explain more complex calculations, including tax calculations as applicable to payroll administration, advanced BCEA Remuneration calculations and the detailed explanation of Retirement Funding Income and adjustments. Learners have ample opportunity to practice and revise the theory that has been discussed. The Sage Premier system is used for all practical sessions.

## What's covered in the course:

- Detailed reconciliation procedures including an in depth look into Premier reports.
- Practical application of all procedures in the form of a payroll simulation exercise.
- Introduction to company parameters - Setup of a Premier system can be modified to better suit company requirements including adding earning and deduction lines and methods of calculation.
- Essential concepts relating to the Income Tax Act, including taxability of earnings, deductions, fringe benefits and retirement reforms.
- Determining employee tax payable through manual tax calculations.



This course duration is approximately 30 hours (5 days)



The following course options are available:

- Facilitated Classroom
- Virtual Classroom



The class test is online and has 25 questions. The assessment is also online and has 49 questions.



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



# Sage Premier: Academy (Unit 3)

## Course Overview:

The aim of this training is to equip you with practical system knowledge of how to record and maintain personnel information on the Sage Premier System.

The training also provides you with tools to assist with leave management using the Leave module.

Make use of the information in the Sage Premier System to generate reports used for statutory returns, i.e. Skills Development and Employment Equity.

## What's covered in the course:

- Adding a new employee on the Sage Premier system.
- Utilising existing payroll fields to update fields in the additional Sage Premier system modules.
- Recording and maintaining personnel information, such as disciplinaries, interviews, training, qualifications, etc. using the Personnel Management module.
- Recording leave transactions and defining leave lines according to the company's requirements using the Leave Administration module.
- Capturing employment equity information on the Sage Premier system and generating the reports that must be submitted to the Department of Labour using the Employment Equity module.
- Recording skills development information required for SETA reporting on the VIP system using the Skills Development module.



This course duration is approximately 30 hours (5 days)



The following course options are available:

- eLearning



The assessment is online and has 67 questions.



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

