



What's it about?

The workshop will give you a comprehensive understanding of the basics of payroll administration. Any person who needs a solid foundation in payroll administration or is involved in the management of the payroll office will benefit by completing this course.

Highlights

- Payroll legislation in South Africa. During the workshop you'll analyse the various government acts affecting payroll administration based on easy-to-understand diagrams that help you to interpret the different acts.
- Statutory returns relating to Tax, UIF, SDL, and OID. During the workshop, you'll complete various returns to enhance your understanding of the theory.
- Different pay rates for different hours worked.
- All regulatory leave requirements.
- Weekly, monthly and annual payroll planning.

Details

Cost: R 995 pp excl VAT

Booking form

Please complete the below and fax it back to: +27 12 420 7340 or contact us on +27 420 7346

Company Name:	Site No / Account No:
Delegate Name 1:	Delegate Name 2:
Tel No:	Tel No:
E-mail Address:	E-mail Address:

TERMS AND CONDITIONS:

- Login details will be sent to you once the proof of payment was received by VIP Payroll and HR
- In order to make use of e-learning the following requirements are applicable:
PC
Flash Player 14 or later (<http://www.adobe.com/go/getflash>), and one of the following browsers:
 - Windows: Internet Explorer 6 and later, Firefox 1.x and later, Google Chrome
 - Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome
 - Linux: Firefox 1.x and later
- **There will be a period of 30 days to access the course and complete the assessment**

Authorised signature: _____ Print name: _____
Date: _____

Call us. Email us. Chat to us today

PTA +27 12 420 7346 | CPT +27 21 522 7634 | DBN +27 31 537 7000 | BFN +27 51 412 5043 | PE+27 41 502 7510
training@vippayroll.co.za | www.vippayroll.co.za