

Training

Training courses for PayDay in 2017

To attend the course please fill out this booking form and fax it to us, or contact Reception on 777832/3/4 or 751110

“Getting Started on PayDay”
(inc 1 day on Labour Legislation)

Dates/Times:

3 days from 8am–4pm Mon - Wed

2017 Mar 6th - 8th

2017 Apr 3rd - 5th

2017 May 8th - 10th

2017 Jun 5th - 7th

Cost:
US \$295 (if paid week in advance \$235)

NB includes Snack lunch, teas and handouts

Venue:
Touchstone Training Centre, Harare

“PayDay Intermediate”

Dates/Times:

2 days 8am–4pm

2017 Mar 30th - 31st

2017 May 29th - 30th

Course Details:

Setting up & ammending Tables for NEC, Medical Aid etc

Mid-month payments e.g Advances, bonuses

Import and export with Excel

Creating reports in .pdf format, and much more!

Cost:

US \$165 (if paid week in advance \$135)

NB includes Snack lunch, teas and handouts

Venue:

Touchstone Training Centre, Harare

“PayDay Advanced"

Dates/Times:

2 days 8am-4pm

2017 Apr 27th - 28th

2017 Jun 29th - 30th

Course Details:

Advanced setup of all codes (eg Earnings)

and tables (eg Long service)

Human Resource module

Advanced Importing and Exporting with Excel.

Taxation - methods of FDS calculation

and more!! Using Business Intelligence module.

Cost:

US \$165 (if paid week in advance \$135)

NB includes Snack lunch, teas and handouts

Venue:

Touchstone Training Centre, Harare

Annual Workshop: "The Real Costs of Employment"

Dates:

2017 Aug 2nd -4th

Cost:

US \$750

Course Information

There will be guest presenters plus Getting the most out of PayDay using new features and Business Intelligence reports

Venue:

TBA

User Groups for 2017

Dates & Times:

2017 Bulawayo Mar 27th,

Kwekwe Mar 28th

Mutare Apr 3rd

Harare Apr 7th

Cost:
\$25

Course Information

What's new in Business Intelligence and how to prepare for the external auditors so as to minimise the time they need to complete their work.

Venue:
TBA

Note: All bookings must be made on a booking form and confirmation is at the time of payment. No refunds.