

# Training

## Training courses for PayDay in 2018

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

Level 1: "Getting Started on PayDay"  
(inc 1 day on Labour Legislation)

Dates/Times:

3 days from 8am-4pm Mon - Wed

2018 Jan 15th - 17th

2018 Feb 5th - 7th

2018 Mar 5th - 7th

2018 Apr 9th - 11th

Cost:

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

NB includes snack lunch, teas and handouts

Venue:

Touchstone Training Centre, Harare

Level 2: "PayDay Intermediate"

Dates/Times:

2 days 8am&ndash;4pm

2018 Jan 22nd - 23rd

2018 Mar 26th - 27th

Course Details:

Setting up & amending 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 (or \$135 if paid week in advance)

NB includes snack lunch, teas and handouts

Venue:

Touchstone Training Centre, Harare

Level 3: &ldquo;PayDay Advanced"

Dates/Times:

2 days 8am-4pm

2018 Feb 26th - 27th

2018 June 25th - 26th

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 (or \$135 if paid week in advance)

NB includes snack lunch, teas and handouts

Venue:

Touchstone Training Centre, Harare

## Diploma in Payroll and Tax Administration

### Dates:

2018 Feb 6th - Apr24th (weekly, Tues evenings)

### Cost:

US \$595

### Course Information

For those who want to make a career in HR and run the payroll efficeiently. Also suitable for those who have to implement HR policy in their organisation

### Venue:

Touchstone Training Centre, Harare

## User Groups for 2018

### Dates & Times:

2018 Bulawayo Nov 13th,

Kwekwe Nov 15th

Mutare Nov 30th

Harare Dec 7th

Cost:  
\$25

Course Information

What's new in PayDay, and how to prepare for the external auditors so as to minimise the time they need to complete their work. Year end procedure

Venues:  
TBA

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