

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 Sep 4th - 6th

2017 Oct 2nd - 4th

2017 Nov 6th - 8th

2017 Dec 4th - 6th

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 Sep 28th - 29th

2017 Nov 23rd - 24th

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 Oct 26th - 27th

2018 to be advised

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

Diploma in Payroll and Tax Administration

Dates:

2017 Sep 5th - Nov 7th (weekly, evenings)

Cost:

US \$495

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 2017

Dates & Times:

2017 Bulawayo Nov 27th,

Kwekwe Nov 28th

Mutare Dec 1st

Harare Dec 7th

Cost:
\$25

Course Information

What's new in PayDay, including Employee Self-Service; 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.