Training
Training courses for PayDay in 2022
To attend the course please fill out this booking form and fax it to us, or contact Chris at Reception on (0)712 422 084
Level 1: "Get Up & Running on PayDay - (dual currency)" (includes post-training examination)
Dates/Times:
2 days (approx 10 hours) TBA
NB You are invited to bring your own laptop/desktop to use
Cost: US \$245 (ZWL on request)
Venue: The Bronte, Harare
Level 2: "PayDay Intermediate"
Dates/Times:

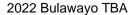
2 days 8am–4pm **TBA** Course Details: Setting up & ammending Tables for NEC, Medical Aid etc Mid-month payments e.g Advances, bonuses Import and export with Excel Creating reports in .pdf format, and much more! Cost: US \$245 (ZWL on request) NB includes snack lunch, teas and handouts Venue: Touchstone Office, 19 Phillips Ave, Belgravia, Harare Level 3: "PayDay Advanced'" Dates/Times: 2 days 8am-4pm **TBA** Course Details: Advanced setup of all codes (eg Earnings) and tables (eg Long service) Human Resource module Advanced Importing and Exporting with Excel. Exploring the new Data Analytics reports.

Cost:

and more!!

Taxation - methods of FDS calculation

US \$245 (ZWL on request)
NB includes snack lunch, teas and handouts
Venue: Touchstone Office, 19 Phillips Ave, Belgravia, Harare
Diploma in Payroll and Tax Administration
Dates:
2022 a second 4-month course will start from 23rd August 2022 (weekly class, Tues and Thurs evenings 5.30 - 7pm)
Cost: US \$350 (ZWL price on request)
Course Information For those who want to make a career in HR and run the payroll efficiently. Also suitable for those who have to implement HR policy in their organisation
Venue: Counselling Services Boardroom, Harare
User Groups for December 20202
Dates & Times:



Kwekwe TBA

Mutare TBA

Harare TBA

Cost:

US \$ 45

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: ZITF VIP Lounge

The Short Road Lodge, Kwekwe

The Bronte, Harare

Mutare Club

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