

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 & 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 \$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.

Taxation - methods of FDS calculation

and more!!

Cost:

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:

2022 Bulawayo TBA

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.