

# Payroll Qualifications

Accsys provides the only online Qualification in Payroll Administration in Africa.

The course is available as:

FET Certificate	NQF level 4	SAQA ID: 66169
Diploma	NQF level 5	SAQA ID: 67229
Customised payroll short courses		

Enjoy an all-round learning experience in a virtual classroom.

Interact with other learners without having to attend lectures.

Delivering strategic solutions to people who manage people

## What can you do as a qualified Payroll Administrator?

- Be your organisations internal client face. Ensure payments are correct and on time
- Understand statutory requirements for payroll
- Understand and be able to calculate all payroll related items:
  - Tax, Medical Aid, Pension Fund, Provident Fund, Allowances and Reimbursements
  - Manage multiple HR processes within your company



Accreditation number: 0699



Short courses for CPD points

## You will learn

- Payroll best practice and statutes
- Accurate tax calculation
  - Importance of confidentiality. Best practice, record keeping
  - Tax year end procedures
  - Project Management
  - Accounting principles
  - Team management
  - Recruitment and selection
  - Performance management

## Benefits

For the learner:

- Improve career prospects
- Confidence in your role
- A qualification for the work you do daily
- Learn while you earn
- Slots into your busy schedule
- Networking and knowledge sharing with other learners across the country
- Can be accessed from anywhere with Internet access (including your smartphone and tablet) \*

For the employer:

- Reduced payroll risk
- Staff retention
- Engaged employees
- Recover costs through skills levy

## Why take this route?

Most people working in payroll don't have a recognised qualification, yet their role is vital in the company.

Get a qualification in your field of expertise! It will improve your career opportunities, and guarantee recognition for your specialised skill set.

\* Traditional classroom learning with a facilitator and subject matter expert available (subject to demand).



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A Transaction Capital Company

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## Learner Entry Requirements

- Proven track record in payroll, or
- Grade 12 qualification (NQF level 4), which includes:
  - Mathematical Literacy (NQF level 3)
  - Communication (NQF level 3)
  - Computer Literacy (NQF level 3)
- Access to payroll software with a test database



## Training Methods

- Lesson • Quizzes • Assignment • Workplace Assignment • Terminology • Blog or wiki • Discussions/ Cyber Coffee • Forums • Resources

## How do I enrol

Visit [www.accsys.co.za](http://www.accsys.co.za) and complete the application form, or contact us on [pr@accsys.co.za](mailto:pr@accsys.co.za).



## Certificate Modules

**Module 1:** Introduction to Payrolls  
General introduction to payroll and the virtual learning environment. Business administration and communication (written, verbal & oral).

**Module 2:** Payroll Legislation

Discover team ethics, work on group tasks, focused on legislation affecting payroll. Introduction to tax, SDL, UIF, etc.

**Module 3:** The Payroll Administration Office

Exposure to 3-dimensional design, customer service and handling workplace conflict.

**Module 4:** The Payroll, IT and Data

Explore the importance of confidentiality, IT, data, and implications of poor data management. Assignments on payout procedures, employee movement and audits.

**Module 5:** Tax Calculations

Legislation controlling payroll and tax calculations (income, PAYE, RFI etc.). Spreadsheets are used, challenging Excel capabilities. Mentor discussions and online learner chats.

## Diploma Modules

**Module 6:** Tax Year End Procedures

The tax year end process, calendar year end and financial year end. Accurate reporting dealt with.

**Module 7:** Completing your Tax Return, Performance Management and Recruitment

Prepare a Personal Tax Return, simple payroll accounting, business ethics, redundancy documents and more use of spreadsheets. Recruitment and Performance Management processes.

**Module 8:** Project Management

Theory and practice of Project Management, and business planning.

**Module 9:** Management and Payroll

Leadership and management styles.



## \* Technical Requirements

You will need the following:

- Access to the Internet (at home or approved by your employer) for sufficient time to discuss queries with your fellow students, and to be able to complete projects / tasks.
- Recommended minimum connection speed of 56k per second.
- Access to MS Word, Excel and PowerPoint.
- Adobe Acrobat Reader - download it from <http://www.adobe.com/products/acrobat/readstep2.html>



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