Sage Business Cloud Payroll Professional: Basic Training

Course Overview:

This course revolves around a checklist of all the steps required to complete a pay run. This course introduces you to the SBCPP system.



What's covered in the course:

- Access and navigate the SBCPP system.
- Update company information (company name, statutory information, contact details, address, etc.).
- Follow the payroll processing checklist, covering the basic steps of a pay run.
- Add new employees to the SBCPP system.
- Complete basic functions on the employee payslip.
- Apply pay increases .
- Use time-saving utilities, such as batch processing.
- Reconcile inputs to ensure accurate payments.
- Follow correct procedures for terminations.
- Process payments for employees and external parties, such as garnishee orders via ACB.
- Print payslips and reports (including the EMP201 report, UIF submit).
- Create backups of payroll data.
- Start a new payroll processing period.

This course duration is approximately 12 hours (2 days)

The following course options are available:
- Virtual Classroom

The assessment is online and has 33 questions.

A stable internet connection is required to access the virtual classroom and exam.

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Sage Business Cloud Payroll Professional: Payroll Pro

Course Overview:

The purpose of the Payroll Pro training is to introduce several additional functionalities of the SBCPP system and to consider more advanced aspects of payroll administration.



What's covered in the course:

- Import and export data to and from the SBCPP system using the flexi import/export facilities.
- More in-depth understanding of methods of calculation.
- Globally link employees to methods of calculation.
- Add or change a method of calculation.
- Define the layout of current period and history payslips using the Payslip Setup Screen.
- Suspension and maternity setup and activation.
- Print history reports.
- Insert your company logo to print on new format reports, new format payslips and history payslips.
- Free additional e-learnings that cover Sage Insight, ODBC, Sage Self Service and Contemporary reports, which can be viewed in your own time.

This course duration is approximately 6 hours (1 day)

The following course options are available:
- Virtual Classroom

The assessment is online and has 20 questions. Please request separately.

A stable internet connection is required to access the virtual classroom and exam.

Sage Business Cloud Payroll Professional (SBCPP): Employment Equity

Course Overview:

This course covers everything you need to know about the Employment Equity module on SBCPP.

What's covered in the course:

- Navigate and apply all Employment Equity functions within the SBCPP system.
- Learn how to link and translate payroll fields to the Employment Equity module for accurate reporting.
- Define equity remuneration and manage employee equity information and history screens.
- Use batch input and global activation to manage employee equity data.
- Create, maintain, and report on Employment Equity Plans, including five-year numerical goals and annual targets.
- Generate and interpret EEA2 (Workforce Profile) and EEA4 (Income Differential) reports.



This course duration is approximately 4 hours (half day)

The following course options are available:
- Virtual Classroom

The assessment is online and has 20 questions. Please request separately.

A stable internet connection is required to access the virtual classroom and exam.

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Sage Business Cloud Payroll Professional: Skills Development

Course Overview:

This comprehensive workshop covers everything you need to know about the Skills module on SBCPP/Premier.



What's covered in the course:

- Understand important background information and financial facts about the Skills Development Levy.
- Process and interpret the Skills Development Act.
- Use existing fields in the payroll and integrate them with the Skills module.
- Optimise the Planned Training screen.
- Use all the automatic functions, from planning the training to converting it into a qualification.
- Generate the Workplace Skills Plan (WSP).

This course duration is approximately 6 hours (1 day)

The following course options are available:
- Virtual Classroom

The assessment is online and has 23 questions. Please request separately.

A stable internet connection is required to access the virtual classroom and exam.

Sage Business Cloud Payroll Professional: Leave Administration

Course Overview:

This workshop covers all features of the Leave Module, showing you how to use each function in different scenarios.



What's covered in the course:

- Explain the theory of leave according to the Basic Conditions of Employment Act.
- Apply the rules of the four statutory leave types on the leave system.
- Apply the 8-week rule for sick leave.
- Define different types of leave on the Leave Days Control screen.
- Enter leave transactions on the employee's Leave Day screen and Employee Payslip screen.
- Ensure effective leave management by understanding the standard leave reports.

This course duration is approximately 6 hours (1 day)

The following course options are available:
- Virtual Classroom

The assessment is online and has 20 questions. Please request separately.

A stable internet connection is required to access the virtual classroom and exam.

Sage Business Cloud Payroll Professional:
Sage Self Service Employee

Course Overview:

This training provides you with an overview of what an employee of an organisation can do on the Sage Self Service system.

What's covered in the course:

- The Home screen
- Applying for leave
- Applying for travel claims
- Applying for custom claims
- Personal details
- View leave balances
- Approval Structure
- What's on Today
- View leave taken and planned leave
- How to view payslips
- Mobile application



This course duration is approximately 1 hour

The following course options are available:
- eLearning

No assessment

A stable internet connection is required to access the virtual classroom and exam.

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Sage Business Cloud Payroll Professional:
Sage Self Service Administrator

Course Overview:

This training provides you with an overview of what an administrator of the Sage Self Service system can do in the system.



What's covered in the course:

- Uploading additional new employees.
- Upload payslips to Sage Self Service.
- Sync and print reports on changes from Sage Self Service to SBCPP.
- Employee Information.
- Terminating employees.
- Transferring employees.
- Reports.
- Manager access to the Sage Self Service system.
- Employee access to the Sage Self Service system.
- Mobile application.

This course duration is approximately 1 hour

The following course options are available:
- eLearning

No assessment

A stable internet connection is required to access the virtual classroom and exam.

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Sage Business Cloud Payroll Professional: Bridging

Course Overview:

Understanding the differences between Sage VIP Payroll and Sage Business Cloud Payroll Professional



What's covered in the course:

- How to access Sage Business Cloud Payroll Professional.
- Creating your Sage ID.
- Create a new company.
- Migrating Sage VIP Payroll data to SBCPP.
- Major differences between Sage VIP Payroll and SBCPP:
  Global Access Control
  Printing
  Backup
  Restore
  Upload/Download

This course duration is approximately 4 hours (half day)

The following course options are available:
- eLearning

The assessment is online and has 11 questions.

A stable internet connection is required to access the virtual classroom and exam.

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