



Introduction to Payroll

Soft Skills Training Workshop



This course can be customised to your business needs

Workshop Outline

Can include:

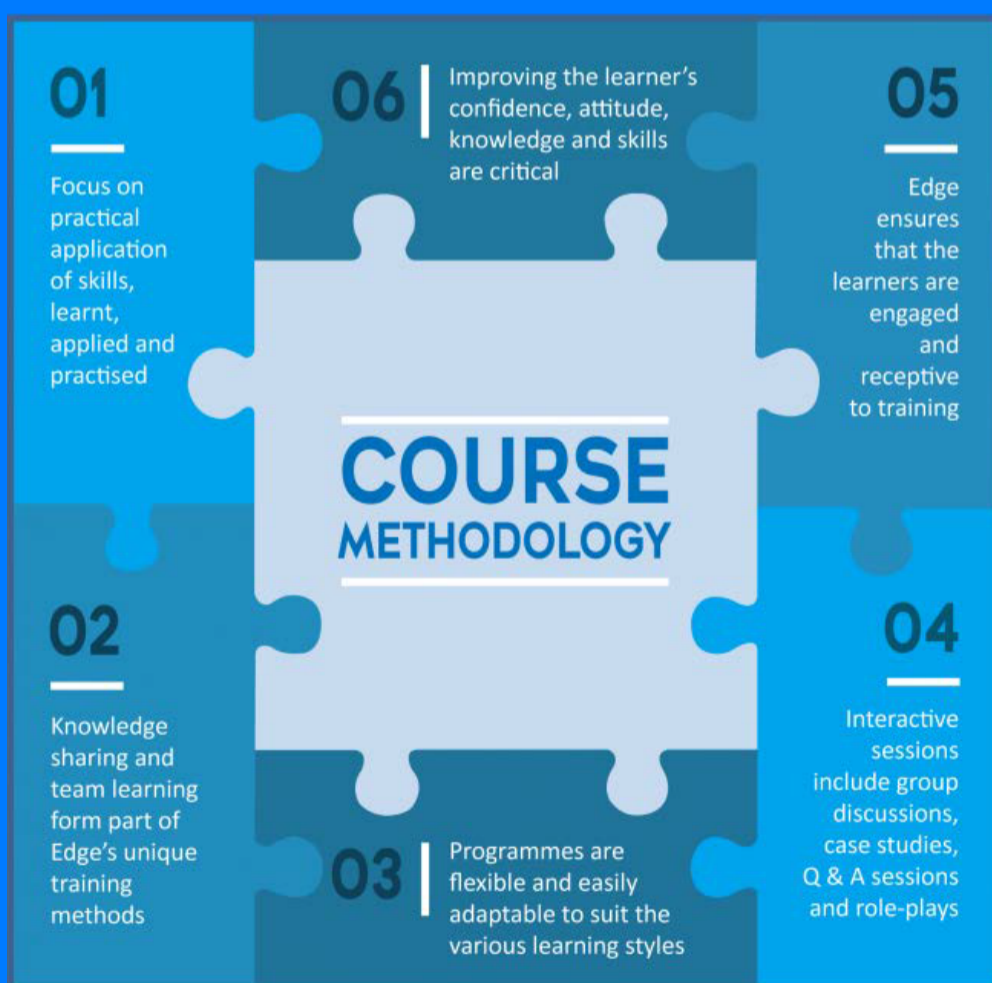
- Understanding the purpose and importance of payroll
- Differentiating gross pay from net pay
- Calculating and managing deductions (taxes, benefits, contributions)
- Steps involved in payroll processing
- Compliance with tax regulations related to payroll
- Year-end reconciliation and reporting

PLEASE NOTE:

Consultations will take place prior to facilitation in order to provide a tailored solution that addresses your business' needs.

Objective

This Introduction to Payroll course, provides individuals with the essential skills in payroll processing, taxation, and compliance. The training covers employee classifications, payroll deductions, and benefits administration, emphasizing the use of payroll software. Participants learn the importance of accurate record-keeping, tax reporting, and effective communication with employees. This course is vital as it equips individuals to navigate payroll complexities, ensuring legal compliance and fostering a positive workplace culture through transparent and efficient payroll management.



About Edge Training

With over 24 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Soft Skills Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed Learnerships. Our Learnerships and Workshops can also be offered as online courses.

Get in Touch

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