



2024 CONTINUING PROFESSIONAL DEVELOPMENT CALENDAR



COURSE INFORMATION	Who is this designed for?	Cost	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	
Level 1: GETTING STARTED on Payday 2 days Introduction to MS Explorer; the standard Payday payroll Procedure; Explanation of FDS system; correct back up procedure ; essential Labour Act Legislation	Anyone using Payday for the first time. Option to write exam for certificate.	\$195	Hre Tue 6 - Wed 7	Hre Tue 3 - Wed 4	Hre Tue 1 - Wed 2	Hre Tue 5 - Wed 6	Hre Tue 3 - Wed 4	Please note the following conditions: * All courses are held at the Bronte Hotel, Baines Ave (unless otherwise advised) * Parking on-site is available * The cost includes a training manual, Lunch and refreshments. * Level 1 to 3 include a 2-hour exam. 80% mark is required to qualify for a certificate. * Early bird 20% discount if payment received 5 working days before the course. * All bookings must be confirmed on a booking form, by hand or emailed. * Please enquire about options to run these courses in-house, or personal one-on-one basis * Courses will be offered outside Harare as demand arises.
Level 2: INTERMEDIATE PayDay 2 days Quick revision of level 1; setting up Medical Aid, NEC and other tables; making mid-month payments and basic import & export to/from Excel.	Users who have passed level 1 and have used Payday for at least 3 months	\$195		Hre Tue 17 - Wed 18		Hre Tue 12 - Wed 13		
Level 3: Advanced Payday 2 days Quick revision of levels 1 & 2; how to check the set up for codes for Earnings & Deductions; how to use the HR module and Advanced techniques for importing and exporting data	Users who have passed levels 1 & 2 and have used Payday for atleast 6 months	\$195			Hre Tue 8 - Wed 9			
Bureau Clients meeting 1 morning This covers features of PayDay and its reports, and overview of its facilities.	Ideal for Upliners, Payroll Approvers, Auditors etc			Hre Fri 6th				
Diploma In Payroll and Tax Administration 4 months (Tues Evenings) Labour Act - Includes letter of appointment, statutory payments, calculatio of leave (working vs calendar days) and the new labour Bill	Suitable for anyone who wants to develop a career in HR and run the payroll Office professionally	\$450	Aug - Dec	Aug - Dec	Aug - Dec	Aug - Dec	Aug - Dec	
Payday ICT Workshop 1 morning 1. Payday Installation 2. Applications supporting Payday 3. Security and other issues for the external ICT auditors	Payroll Administrators, IT Managers IT Auditors	\$150			Fri 11th			Booking Form Course name: Dates of course: Company Name: Phone:.....Cell:..... Surname:..... First Name: Job Title: Signature: Today's Date: Authorised by (Name): Signature: Payments Details: RTGS/Cash/Cheque
2024 Touchstone Anniversary Celebrations 1 day	Touchstone Clients	Free				Fri 1		
User Groups Zoom A guideline for all payroll staff on new functions and reports in PayDay.Net. It includes discussions on any chnages in legislation, and statutory payments.	Suitable for anyone who uses Payday.Net and would like to discover new possibilities on PayDay.Net. It is a guideline for essential tasks such as Year Ends and Tax Updates	\$20	Each Thursday from 10.00 - 10.45	Each Thursday from 10.00 - 10.45	Each Thursday from 10.00 - 10.45	Each Thursday from 10.00 - 10.45	Each Thursday from 10.00 - 10.45	

Please note that these prices are for payments in USD.

To book: Call 0242 751110 / 0242 751370 or email reception@touchstone.co.zw