

This brochure includes details on each of the following courses including the scope of each course, learner prerequisites, course duration and scheduled course dates for 2009.

- PSiberPAY (Basic Payroll Administration)
- PSiberSTAFF (Basic HR Administration)
- PSiberSTAFF (Advanced HR Administration)
- PSiberHRM (Basic HR Management)
- PSiberHRM (Advanced HR Management)
- PSiberESS (Employee Self Service)
- PSiberTAX (Package Structuring)
- Basic Payroll Statutory and Administration Concepts
- Advanced Payroll Statutory and Administration Concepts
- PSiberPAY Profiles
- PSiberPAY API's & Transfers
- PSiberPAY & STAFF Advanced Leave Management
- PSiberSTAFF Employment Equity Reporting
- PSiberPAY Year End (Bonus & Leave Closure)
- PSiberPAY Advanced Reporting
- Report Writer Wizard

Course Costs are as follows :

Full Day Training	R 1,100.00 (excl. VAT)
Half Day Training	R 900.00 (excl. VAT)

**Full Day** training courses include :

- Course Materials
- Morning / afternoon refreshments and lunch

**Half Day** training courses include :

- Course Materials
- Morning refreshments and lunch

For booking, please see the **Training Course Booking Form**.  
Should you have any queries, please do not hesitate to contact Meagan Kinsman on 011 454 1074 or via email at [meagan@psiber.co.za](mailto:meagan@psiber.co.za).

**TOTAL PAYROLL & HR SOLUTIONS**

# PSIberPAY

## Basic Payroll Administration

### Product/s

PSIberPAY

### Scope

Through your participation in this training workshop you will be able to:

- Understand the **design philosophy and methodology** of the PSIberPAY system;
- Understand the **structure and operation** of the PSIberPAY system;
- Understand the **terms used** within PSIberPAY;
- Understand the **functions** of the PSIberPAY system;
- **Navigate** through the PSIberPAY system;
- **Setup** and **maintain** basic Company and Employee data within the PSIberPAY system;
- **Set up** and **processing** of payrolls;
- **Process** EFT's and GL's;
- **Print** reports and **setup** 'Auto-reporting' and 'MyReports';
- **Setup** and Capture **Leave Levels**, process Employee **Leave records**, Payout Leave Pay and Leave Encashments

### Learner Profile & Prerequisites

PC Literacy;

Previous Payroll experience and understanding of Payroll Principles and administration; Understanding of Statutory Payments and Requirements.

### Course Duration

Full day (09h00 to 16h30)

### Course Dates

Monday, 9<sup>th</sup> February 2009  
Monday, 16<sup>th</sup> March 2009  
Tuesday, 14<sup>th</sup> April 2009  
Monday, 4<sup>th</sup> May 2009  
Monday, 8<sup>th</sup> June 2009  
Monday, 13<sup>th</sup> July 2009  
Monday, 3<sup>rd</sup> August 2009  
Monday, 14<sup>th</sup> September 2009  
Monday, 12<sup>th</sup> October 2009  
Monday, 16<sup>th</sup> November 2009

# PSIberSTAFF

## Basic HR Administration

### Product/s

PSIberSTAFF

### Scope

Through your participation in this training workshop you will be able to:

- Understand the **design philosophy and methodology** of the PSIberSTAFF system;
- Understand the **structure and operation** of the PSIberSTAFF system;
- Understand the **terms used** within PSIberSTAFF;
- Understand the **functions** of the PSIberSTAFF system;
- **Navigate** through the PSIberSTAFF system;
- Create and **Maintain Pick Lists**;
- Create and maintain **basic** Company data within the PSIberSTAFF system such as company details, parameters, organisational setup, company vehicles etc;
- Create and maintain **basic** Employee data within the PSIberSTAFF system such as personal details, dependants details, medical details, licences, skills and education, job history, recruitment history, disciplinarys, and exit interviews;
- **Printing of reports**;
- Utilise **Imports & Exports** for uploading of employee data.

### Learner Profile & Prerequisites

PC Literacy.

### Course Duration

Full day (09h00 to 16h30)

### Course Dates

Wednesday, 11<sup>th</sup> February 2009  
Wednesday, 18<sup>th</sup> March 2009  
Thursday, 16<sup>th</sup> April 2009  
Wednesday, 6<sup>th</sup> May 2009  
Wednesday, 10<sup>th</sup> June 2009  
Wednesday, 15<sup>th</sup> July 2009  
Wednesday, 5<sup>th</sup> August 2009  
Thursday, 8<sup>th</sup> October 2009

# PSiberSTAFF Advanced HR Administration

## Product/s

PSiberSTAFF

## Scope

Through your participation in this training workshop you will be able to:

- Setup a **Workplace Skills Plan**;
- Capture and maintain **Employee Training Records**;
- Capture employee **Appraisal Details** including key performance areas, rewards etc;
- Setup up and use an **Appraisal Template** to appraise an employee;
- Capture employee **Performance & Potential, Risk & Retention, and Promotability details**;
- Capture **Identified Needs and Recommended Actions** to meet identified needs
- Maintain and monitor company and personal **development plans**;
- Capture **Passport and Visa** details for employees, spouses and dependants
- Capture **Accident** details including COIDA claims and WCA documentation
- Capture and maintain **Digital Images, Forms and Policies & Procedures**;
- Set up **Email Notifications** for expired passports, licences and certificates etc.

## Learner Profile & Prerequisites

PC Literacy;

Previous HR experience and understanding of HR Principles;  
Completion of the PSiberSTAFF Basic Training Course.

## Course Duration

Full day (09h00 to 16h30)

## Course Dates

Thursday, 12<sup>th</sup> February 2009  
Thursday, 19<sup>th</sup> March 2009  
Friday, 17<sup>th</sup> April 2009  
Thursday, 11<sup>th</sup> June 2009  
Thursday, 16<sup>th</sup> July 2009  
Thursday, 6<sup>th</sup> August 2009  
Thursday, 17<sup>th</sup> September 2009  
Thursday, 19<sup>th</sup> November 2009

# PSiberHRM Basic HR Management

## Product/s

PSiberHRM

## Scope

Through your participation in this training workshop you will be able to:

- Understand the **design philosophy and methodology** of the PSiberHRM system;
- Understand the **structure and operation** of the PSiberHRM system;
- Understand the **terms used** within PSiberHRM;
- Understand the **functions** of the PSiberHRM system;
- **Navigate** through the PSiberHRM system;
- Create and maintain **Pick Lists**;
- Create and maintain **Organisational Units**
- Create and maintain **Position** details such as location details, financial information, and potential successors, and assign employees to positions
- Create and maintain your **organisation structure** (hierarchy)
- Create and maintain **Job Descriptions** within your organisation;
- Define basic job description details such as job grades, personal criteria, skills and experience, and Key Performance Area and tasks for each job
- Link Job Descriptions to Positions
- Create and maintain a **database** of commonly used **Tasks**

## Learner Profile & Prerequisites

PC Literacy;

Previous HR experience and understanding of HR Principles;  
Completion of the PSiberSTAFF Basic Training Courses.

## Course Duration

Full day (09h00 to 16h30)

## Course Dates

Tuesday, 10<sup>th</sup> February 2009  
Tuesday, 17<sup>th</sup> March 2009  
Friday, 9<sup>th</sup> October 2009

# PSiberHRM Advanced HR Management

## Product/s

PSiberHRM

## Scope

Through your participation in this training workshop you will be able to:

- Create and maintain **course information** e.g. course duration, cost, NQF details etc;
- Create and maintain **third party information** for vendors, venues and instructors;
- Setup a **training plan**;
- Schedule employees and confirm venues, instructors, and equipment and consumables;
- Capture **post-course information** such as attendance registers, course evaluations and costs, and update employee training records;
- Capture and maintain **SETA claims**;
- Create and maintain third party information for recruitment agencies and media;
- Identify which positions require recruitment and by when;
- Define a **recruitment plan** for each position required, whilst tracking costs;
- Define a **Job Profile** to be supplied to the recruitment agency or media for recruitment purposes;
- Maintain **candidate personal details** and find the best match of candidate against the Job profile;
- Set-up and maintain **interview schedules** and communication and maintain the interview results, whilst tracking costs;
- Track offers made to candidates, appointment dates and offers of employment.

## Learner Profile & Prerequisites

PC Literacy;

Previous HR experience and understanding of HR Principles;  
Completion of the PSiberHRM Basic Training Course.

## Course Duration

Full day (09h00 to 16h30)

## Course Dates

Wednesday, 16<sup>th</sup> September 2009  
Wednesday, 18<sup>th</sup> November 2009

# PSiberESS Employee Self Service

## Product/s

PSiberESS

## Scope

Through your participation in this training workshop you will be able to:

- Manage **password formats** for system users and administrators and ESS users;
- Setup **'reporting-to-persons'**;
- Setup employee self service permissions for **employees** and **'reporting-to-persons'**;
- Setup employee self service parameters for **leave types** and **detail**;
- Reinitialise an employee's password;
- View and update **personal information**;
- Setup email notifications for **leave and loan applications**;
- View **Company Policies** online
- Capture travel, subsistence, medical and entertainment logs.

## Learner Profile & Prerequisites

PC Literacy;

PSiberPAY Basic Course attendance

## Course Duration

Half day (09h00 to 12h30)

## Course Date

Tuesday, 17<sup>th</sup> November 2009

# PSiberTAX Package Structuring

## Product/s

PSiberTAX

## Scope

Through your participation in this training workshop you will be able to:

- Setup **Package Structure Rules** based on Company Policies;
- Setup various Pension, Provident and Medical Aid Funds with maximum contributions etc;
- Setup **Cost to Company Profiles** and **Part TCE Profiles**;
- Setup **Package Entry** rules its mandatory, optional, limits etc;
- Auto calc **thirteenth cheque**;
- Setup **Bonuses** and **Monthly Tax Provision on Bonus**;
- Setup Package Rules by **Job Grade**;
- Auto link packages to various **Fund and Profile types**;
- Calculate **Gross Package** from required Net Pay amount;
- View tax implications dynamically with each updated entry;
- Graphical view of Package components and percentages;
- Administrator vs Employee Package Structuring;
- Saving of **Multiple Package Structures** per Employee ie 'what if' scenarios;
- Import, update and Export Employees;
- **Package Structuring Permissions**;
- Viewing and Printing of Package Structures;
- Printing a Pre-formatted letter requesting package restructure;
- Setup **Email notifications**.

## Learner Profile & Prerequisites

PC Literacy;

Attendance of the Basic Payroll Statutory and Administration Concepts training course.

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Thursday, 15<sup>th</sup> October 2009

# Basic Payroll Statutory and Administration Concepts

## Scope

Through your participation in this training workshop you will understand :

- The purpose and processes of Payroll Administration;
- **Company Policy** and the responsibility of the Payroll Administrator;
- The payroll reconciliation process and reporting;
- The **Acts** and statutory requirements that govern Payroll in layman's terms;
- **Allowances, Fringe Benefits and Deductions** and the related tax implications;
- **Medical aid, pension funds** and **RA's** and the related tax abatements;
- The importance and use of **Retirement Funding Income**;
- **Occasional earnings** vs **regular earnings**;
- **Bonus calculation types** e.g. pro-rate vs fluctuating earnings
- Monthly **EMP Returns** and **UIF Submissions**;
- Tax tables and the **calculation of PAYE**;
- Payroll checking / reconciliation processes;
- Standard statutory and payroll management reporting.

## Learner Profile & Prerequisites

PC Literacy;

No previous payroll knowledge required

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 15<sup>th</sup> April 2009

Friday, 17<sup>th</sup> July 2009

# Advanced Payroll Statutory and Administration Concepts

## Scope

Through your participation in this training workshop you will be able to:

- Understand the different **Tax Calculation methods**;
- Have in depth understanding of **Allowances; Fringe Benefits; Deductions**, their calculations and the associated tax rules;
- Calculate directors '**deemed earnings**' and associated PAYE;
- Calculate Tax on **Occasional Earnings**;
- Understand statutory limits for **Pension and Retirement Annuity Funds**;
- Calculate **Retirement / Non Retirement Funding Income**;
- Calculate **Medical Aid Tax benefits**;
- Calculate **Bonus provisions and Tax provisions**;
- Calculate **Leave provision and Leave liability**;
- Calculate **part TCE**;
- Calculate **partial intervals**.

## Learner Profile & Prerequisites

PC Literacy;

Attendance of the Basic Payroll Statutory and Administration Concepts training courses or 6 months PSiberPAY processing experience.

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 5<sup>th</sup> May 2009

Friday, 18<sup>th</sup> September 2009

# PSiberPAY Profiles

## Product/s

PSiberPAY

## Scope

Through your participation in this training workshop you will be able to:

- Understand the use and application of **Profiles**;
- Setup and understand the importance of **RFI Profiles**;
- Link Profiles to **Incomes, Deductions and Employees**;
- Setup and apply '**Part TCE**' Profiles;
- Use Profiles in **backdated Package** changes;
- Understand Profiles as used in **Partial Payment periods** i.e. engagements and terminations;
- Understand the use of Profiles in **leave closure** processing;
- Setup calculation of Profiles and complex Income and Deduction calculations.

## Learner Profile & Prerequisites

PC Literacy;

PSiberPAY Basic Course attendance or 6 months PSiberPAY processing experience

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 9<sup>th</sup> June 2009

Friday, 16<sup>th</sup> October 2009

# PSiberPAY API's & Transfers

# PSiberPAY & PSiberSTAFF Advanced Leave Management

## Product/s

PSiberPAY

## Scope

Through your participation in this training workshop you will be able to:

- Understand the importance of **Interface Codes** and how to set them up;
- Transfer employees by a click of a button from one payroll to another;
- Check for duplicate ID numbers before engaging or transferring employees;
- Utilize **Import & Exports** for efficient loading of bulk data e.g. Employee take-on information, Payroll input, Leave information etc;
- View '**online API Guides**' and API file samples;
- Utilize the **Online Mass** facilities together with the API's to view and update the imported data e.g. YTD take-ons and adjustments, payroll adjustments etc;
- Setup and manipulate data in **Excel** and **CSV** files;
- Setup of **Custom Reports** in PSiberWORKS for using CSV / Excel files e.g. Fund API.

## Learner Profile & Prerequisites

PC Literacy;

PSiberPAY Basic Course attendance or PSiber processing experience

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 14<sup>th</sup> July 2009  
Friday, 12<sup>th</sup> June 2009

## Product/s

PSiberPAY & PSiberSTAFF

## Scope

Through your participation in this training workshop you will be able to:

- Better enforce company leave policies with **automatic leave balance adjustment** and **allocation**, maximum leave days;
- Setup **BCEA and additional leave** in separate counters;
- Setup **Current vs Carried forward** leave in separate counters;
- Lumpsum leave allocation;
- Process **leave pay** and **leave encashments**;
- Setup **leave profiles** for the calculation of Leave Liability, Encashments etc;
- Setup leave provision profiles and parameters;
- Display leave information on **payslips** and customize labels;
- Manage **sick leave**;
- Manage **other leave**;
- Report on leave;
- View online '**Employee Leave Calendar**';
- Setup **Employee Self Service** for online leave requests and authorisation.

## Learner Profile & Prerequisites

PC Literacy;

PSiberPAY Basic Course attendance or PSiberPAY processing experience

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 4<sup>th</sup> August 2009  
Friday, 8<sup>th</sup> May 2009

# PSiberSTAFF Employment Equity Reporting

## Product/s

PSiberSTAFF

## Scope

Through your participation in this training workshop you will be able to:

- Understand the purpose of '**Employment Equity Returns**';
- Understand the information required for '**Employment Equity Reporting**';
- Setup **Company & Employee parameters** to ensure accurate Employment Equity Reporting;
- **Audit** payrolls to check information for these reporting purposes;
- Process Employment Equity reports for individual payrolls and across companies;
- Extract Employment Equity reporting for transferred employees;
- Employment Equity **reconciliation reports and processing**.

## Learner Profile & Prerequisites

PC Literacy;

PSiberPAY Basic Course attendance or PSiberPAY processing experience;  
No previous Employment Equity experience required.

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 15<sup>th</sup> September 2009

# PSiberPAY Year End (Bonus & Leave Closure)

## Product/s

PSiberPAY

## Scope

Through your participation in this training workshop you will be able to:

- Utilize the '**Leave Closure**' function for the payout of wages during company closures;
- Setup of **complex bonus structures** e.g. calculations, pro-rata, fluctuating;
- **Payout bonuses** in an additional run (separate payslip);
- Speed up your bonus processing ie Global adjustments, Mass Payroll Adjustments; API's etc;
- Correctly setup **Bonus Provision & Bonus Tax Provision**;
- Setup Bonus calculations and structures e.g. pro-rata, fluctuating etc;
- Process **bonus provision**;
- Setup **tax provision on bonuses**;
- Setup **automatic payout on bonuses**;
- Setup payout of bonuses in additional runs (**separate payslip**);
- Display bonus information on **payslips**;
- Auto-calculate **leave pay** and generate leave records;
- Auto-calculate **payroll incomes and deductions for leave closure periods**;
- Understand **tax calculations** for leave closure periods;
- Process runs and additional runs during leave closure period.

## Learner Profile & Prerequisites

PC Literacy;

PSiberPAY Basic Course attendance or PSiberPAY processing experience

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Tuesday, 13<sup>th</sup> October 2009

# PSlberPAY Advanced Reporting

## Product/s

PSlberPAY

## Scope

Through your participation in this training workshop you will be able to:

- Process standard and custom reports;
- Utilize the **My Reports** facility to save favourite reports;
- Report on **any interval** in any tax year;
- Save reports to **manipulate in excel**;
- Setup **Auto Report Options** for automatic report printing;
- Consolidated **Company Reporting** across multiple payrolls;
- Manage Consolidated **Report Codes & Descriptions** across multiple companies;
- View **online reports** e.g. payslips, employee leave calendar etc;
- **Customize payslips** e.g. messages, company logo's, languages etc;
- View **audit reports**.

## Learner Profile & Prerequisites

PC Literacy;

PSlberPAY Basic Course attendance or PSlberPAY processing experience

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Friday, 13<sup>th</sup> February 2009

Friday, 20<sup>th</sup> November 2009

# Report Writer Wizard

## Product/s

PSlber Report Wizard

## Scope

Through your participation in this training workshop you will be able to:

- Understand the benefits and flexibility of the Report Writer;
- Understand what you need to know before creating a report;
- Understand the relationship between the Report Wizard and PSlberPAY;
- Setup user permissions;
- Produce valuable reports e.g. leave provision and increase provision for budget forecasting purposes.
- Retrieve valuable information from PSlberWORKS and create your own customised reports.
- Setup formula's to eliminate tedious manual calculations and report compilations;
- Setup of schemas;
- Setup of report formats e.g. headers, footers etc
- Schedule Reporting.

## Learner Profile & Prerequisites

PSlberPAY Basic Course attendance or PSlberPAY processing experience

## Course Duration

Full day (09h00 to 16h30)

## Course Date

Friday, 20<sup>th</sup> March 2009

Friday, 7<sup>th</sup> August 2009

# 2009 Training Calendar

January

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

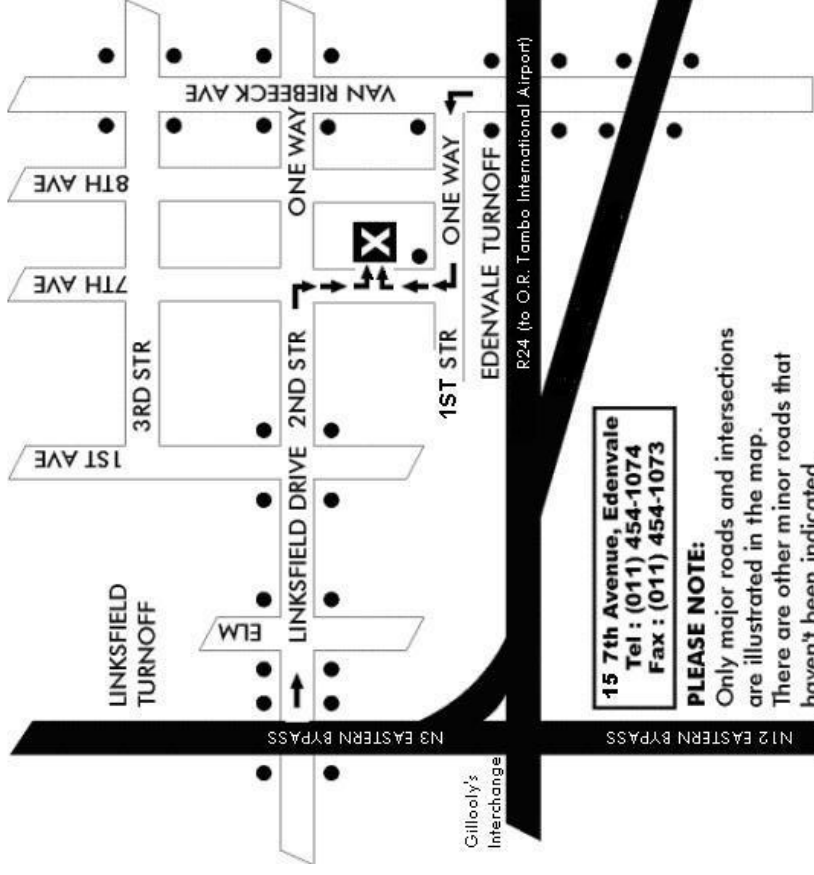
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15	16	17	18	19	20	21
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29	30					

December

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Scheduled Training Days (see brochure for course information)
- Public Holidays

# Where to find us



# Contact Information

For more information on our scheduled training courses as well as on-site training options, please contact our Support Desk on 011 454 1074 or via email at [support@psiber.co.za](mailto:support@psiber.co.za)



# Training Course Booking Form

## Company Details

Company Name : \_\_\_\_\_

Address 1 : \_\_\_\_\_

Address 2 : \_\_\_\_\_

City / Town : \_\_\_\_\_ Postal Code : \_\_\_\_\_

Country : \_\_\_\_\_

Telephone No : \_\_\_\_\_ Fax No : \_\_\_\_\_

First Name : \_\_\_\_\_ Surname : \_\_\_\_\_

Email Address : \_\_\_\_\_ (for receipt of invoice)

## Course / Delegate Details

Course Date	Course Name	Delegate's Name	Delegate's Contact Number	Delegate's Email Address

## Our Payment Details

Bank Details : Nedbank  
 Account No : 1924 224 925  
 Branch Name : Eastgate  
 Branch Code : 19 24 05  
 Reference : Your account number with PSIber (as per invoicing) / Company Name

An invoice will be issued on receipt of this booking form. All invoices are payable prior to course attendance. |

Authorized Signature : \_\_\_\_\_ Date Signed : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name : \_\_\_\_\_ Position : \_\_\_\_\_