

**NEW**



2026

# LEAVE AUDIT WORKSHOP

21 APRIL TO 03 JUNE 2026

## FOCUS POINTS

System setup and the influence on the audit reports

Financial year end balances and leave processing

Influence of internal workflow on the leave audit

Approvals and processing of data influencing the audit

Leave provisioning reports.

Q & A

## LEAVE AUDIT WORKSHOP

**R 7,200.00 INCL. VAT**

## COURSE INFORMATION

- ✓ 2 Full Days
- ✓ 08:30 — 09:00 Arrival and Registration
- ✓ 09:00 — 16:00 Workshop

*Includes:*  
Manual, tea/coffee break and lunch

*Excludes:*  
Flights, accommodation and transfers

## WHO WILL BENEFIT

HR Managers | Internal auditors | Senior Leave Administrators/supervisors

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✉️ TRAINING@PAYDAY.CO.ZA

📍 382 ROSSOUW STR,  
MURRAYFIELD, PRETORIA, 0184



[WWW.PAYDAY.CO.ZA](http://WWW.PAYDAY.CO.ZA)



2026

# LEAVE AUDIT WORKSHOP BOOKING FORM

## SELECT THE DATE/S

DATE	EVENT	# DELEGATES
21 to 22 April 2026	Leave Audit Workshop	2
<b>GAUTENG - PRETORIA</b>		
21 to 22 April 2026	Leave Audit Workshop	
<b>KWAZULU NATAL - UMHLANGA</b>		
05 to 06 May 2026	Leave Audit Workshop	
<b>WESTERN CAPE - CAPE TOWN</b>		
12 to 13 May 2026	Leave Audit Workshop	
<b>EASTERN CAPE - EAST LONDON</b>		
19 to 20 May 2026	Leave Audit Workshop	
<b>FREE STATE - BLOEMFONTEIN</b>		
26 to 27 May 2026	Leave Audit Workshop	
<b>GAUTENG - PRETORIA 2ND EVENT</b>		
02 to 03 June 2026	Leave Audit Workshop	

**Limited to 15 seats per venue**

BOOK ONLINE @  
[www.payday.co.za](http://www.payday.co.za)

## REGISTRATION

Company name:	<input type="text"/>
Contact person:	<input type="text"/>
Email address:	<input type="text"/>
Alternative email address:	<input type="text"/>
Person responsible for payment:	<input type="text"/>
Contact number:	<input type="text"/>
No. delegates attending Leave Audit Workshop:	<input type="text"/>
Signature of authorised representative:	<input type="text"/>

By signing this form, the authorised signatory/representative agrees and accepts the terms and conditions as indicated below.

### Registration Terms & Conditions

- ▶ On completion of registration form, please fax proof of payment and/or order form to 012 803 7734 or send via email to [training@payday.co.za](mailto:training@payday.co.za).
- ▶ Receipt of completed registration form or online booking strictly serves as a temporary reservation.
- ▶ Please ensure that booking and purchase order form/proof of payment reach PayDay's offices no later than 10 working days prior to the event. Should the aforesaid not be received within the provided time frame, the temporary reservation will be cancelled.
- ▶ Please note: No admission will be granted unless a signed order or proof of payment has been received within the 10 working days prior to the event.
- ▶ A map and directions to the venue will be sent to delegates upon receipt of proof of payment and/or order form.

### Cancellation Policy

PayDay reserves the right to reschedule or cancel bookings in the event of insufficient delegates.

In the event of cancellation or postponement of a confirmed booking by the client the following conditions will apply:

- ▶ No cancellation fee will apply if written cancellation/postponement of the booking is received prior to the specified 10 working days before the commencement of the event.
- ▶ 50% cancellation fee will apply if written cancellation of the booking is received during the 10 working days prior to commencement of the event.
- ▶ Written postponement received prior to the 10 working days before the event is allowed once off at no additional charge.
- ▶ If written postponement is received within the 10 working days prior to the event, an additional 50% postponement fee will be charged.
- ▶ 100% cancellation fee will automatically apply to the booking if no prior written cancellation/postponement is received or should a delegate fail to attend (no show) the confirmed event.

### Banking Details

Account Name: PayDay Software Systems | Account No.: 62190292195 | Bank: First National Bank (FNB) | Branch: Lynnwood (252045)  
Payment Reference: Your company name | Email Proof of Payment to: [training@payday.co.za](mailto:training@payday.co.za)

Co. Reg. No.: 2006/010098/07 | VAT No.: 4850106677

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