

NEW



2026

PAYROLL ADMINISTRATION WORKSHOP

16 November to 15 December 2026

WORKSHOP BENEFITS

- » **Apply industry-aligned best practices** to elevate your payroll standards
- » **Perform payroll tasks** with greater accuracy and confidence
- » **Build practical, up-to-date competencies** aligned with modern payroll theory
- » **Strengthen your understanding of payroll** processes for smoother, more structured administration

WORKSHOP FEES

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

Payroll & HR Managers | Payroll & HR Practitioners
Senior and Junior HR and Finance Administrators

2026

PAYROLL ADMINISTRATION WORKSHOP BOOKING FORM

SELECT THE DATE/S

DATE	EVENT	# DELEGATES
16-17 November 2026	Payroll Administration Workshop	2
GAUTENG - PRETORIA		
16-17 November 2026	Payroll Administration Workshop	
WESTERN CAPE - CAPE TOWN		
19-20 November 2026	Payroll Administration Workshop	
KWAZULU NATAL - UMHLANGA		
7-8 December 2026	Payroll Administration Workshop	
EASTERN CAPE - EAST LONDON		
10-11 December 2026	Payroll Administration Workshop	
FREE STATE - BLOEMFONTEIN		
14-15 December 2026	Payroll Administration Workshop	

Limited to 15 seats per venue

BOOK ONLINE @
www.payday.co.za

WORKPLACE BENEFITS

- » Better service delivery and support for employees
- » A more professional, structured payroll environment
- » Lower compliance risk and fewer penalties

REGISTRATION

Company name: _____

Contact person: _____

Email address: _____

Alternative email address: _____

Person responsible for payment: _____

Contact number: _____

No. delegates attending Payroll Administration Workshop: _____

Signature of authorised representative: _____

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.
- ▶ 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

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



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