



TAX AND LEGAL TRAINING

Payroll Tax, PAYE and Employee Benefits Administration

3 day course

Classroom, online or in-house

Course overview

Payroll errors are unusually expensive because they repeat every cycle until somebody notices, and the correction reaches employees, the revenue authority and the accounts at the same time. This course covers getting it right. Delegates work through employment income and what is taxable, including the items commonly missed, and the mechanics of a pay as you earn deduction through a pay period. Benefits in kind are covered individually: vehicles, housing, loans, medical cover and allowances, with the valuation rule for each. Statutory deductions beyond tax are addressed, including pension and social security contributions. Terminal payments, severance and leave pay follow, since these are where most disputes arise. Reconciliation between payroll, the general ledger and returns is covered. Employee and contractor classification is addressed. The course closes on records, on audit by the revenue authority and on correcting a historic error.

What you will learn

- Identify taxable employment income including commonly missed items
- Operate pay as you earn correctly through a pay period
- Value vehicles, housing, loans, medical cover and allowances
- Apply pension, social security and other statutory deductions
- Handle terminal payments, severance and leave pay
- Reconcile payroll to the ledger and to returns
- Classify employees and contractors, and correct a historic error

Who should attend

- Payroll administrators and payroll managers
- Human resources managers and HR business partners
- Finance officers responsible for statutory remittances
- Reward and benefits specialists
- Small business owners managing their own payroll

Course outline

- 01 An error that repeats every cycle
- 02 Taxable employment income
- 03 Pay as you earn mechanics
- 04 Vehicles, housing and loans
- 05 Medical cover and allowances
- 06 Pension and social security deductions
- 07 Terminal payments and severance
- 08 Reconciliation, classification and revenue audit

Upcoming dates



Dates	Venue	Format	Fee per delegate
12 to 14 October 2026	Online	Online	R6,500
7 to 9 December 2026	Accra, Ghana	Classroom	USD 995
20 to 22 January 2027	Cape Town, South Africa	Classroom	R14,950
3 to 5 March 2027	Maputo, Mozambique	Classroom	USD 995

Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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