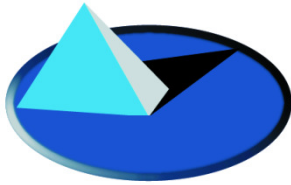


PAYROLL PRO COURSES



Payroll Pro

Three Payroll Pro courses are available:

- **Payroll Pro Basic**
- **Payroll Pro Advanced**
- **Payroll Pro Update**

All three courses will be Dutch spoken. English or Papiamentu are also possible, but only with a special arranged group of students.

Payroll Pro Basic:

This course is specially developed for those who are new to Payroll Pro, e.g. new clients or clients that need to have more employees with knowledge of Payroll Pro.

In this course the student learns how to setup a company within Payroll Pro, setup financial components, create employees with their salaries and such and how to run a pay period.

Also some minor rules and regulations will also be discussed.

After the Payroll Pro Basic course, the student should be able to run independently a simple payroll run.

Payroll Pro Advanced:

This course is developed for existing Payroll Pro users who are familiar with Payroll Pro and able to run independently a pay period.

The focus will be on advanced use of the financial components from Payroll Pro and how to translate the local rules and regulations into Payroll Pro. Not only the "how to" will be explained but also the "why".

In this course there will be room to handle questions from the students.

Payroll Pro Update:

This course is developed for existing Payroll Pro users who have already a good knowledge of Payroll Pro but need to update themselves with the current "Rules and Regulations / Legislations" regarding salary administration and labor law.

There will be room to handle questions from the students on all levels.