



axim Training Courses

PAYROLL YEAR END TRAINING COURSE

Designed for all AXiM users who will be processing their Payroll Year End in April 2006

- Are you ready for the 2006 Payroll Year End?
- Do you dread the increase in workload generated at this time of year?
- Would you like to be more prepared for the challenges ahead?

Course Overview

This **half day** seminar is aimed at AXiM users who need to run end of year processes. During the course, details will be provided of 2005-2006 Year End changes and the process you need to undertake to complete Year End will be walked through. The RedSky IT helpdesk system has been used to glean information on common queries and issues that users tend to encounter during the Year End process and these issues will be highlighted along with hints and tips on how the whole process can be completed smoothly and efficiently.

Seminar Content

• General Overview of Payroll Year End	• Common Queries and Hints & Tips
• This Years Payroll Changes	• AXiM 112.10 Payroll and Subcontractors
• 2005-2006 Processing	• Q&A

Booking the Seminar

This seminar is being held at a range of locations throughout the UK. Please use the enclosed booking form to register. Places are booked on a strictly first come first served basis. The seminar fee is £99 per delegate payable on confirmation of booking.

All seminars are dependant on demand and availability and may be subject to change. Price excludes VAT and overnight accommodation. All bookings are subject to our standard terms and conditions which are available on request.

Priority Support

Users who have attended the Year End training course are less likely to use the Support Team for simple 'How Do I' queries on Year End processing. In recognition of this, RedSky IT have made a provision for attendees to get PRIORITY access for Payroll Year End queries with more experienced second line support analysts during the Year End period.



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Course Booking Form – Fax Back

Choose your course

Location	Available Dates	Time	Price per Delegate	Number of Delegates
Hemel Hempstead	Wednesday 15 th March 2006	10.00am	£99	<input type="text"/>
Hemel Hempstead	Wednesday 15 th March 2006	2.00pm	£99	<input type="text"/>
Cardiff	Friday 17 th March 2006	10.30am	£99	<input type="text"/>
Blackburn	Thursday 23 rd March 2006	10.30am	£99	<input type="text"/>
Nottingham	Friday 24 th March 2006	10.30am	£99	<input type="text"/>
Edinburgh	Thursday 30 th March 2006	2.00pm	£99	<input type="text"/>
Belfast	Friday 31 st March 2006	10.30pm	£99	<input type="text"/>

3. Complete your details

Contact Name: _____

Company Name: _____

Position in Company: _____

Company Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

Signature: _____ Date: _____

PO Reference: _____

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**PLEASE FAX THIS FORM TO CONFIRM YOUR REQUEST TO
LISA PUGH ON 02920 739780**

