Payslip Software Solutions
Benefits and Features

The Vision, from our Managing Director:

*"In payroll processing, 90% is a fail."

*by Kerin Trusler, Managing Director, August 2002

Paying staff is easy. Paying them correctly, ON TIME and still being compliant to all legislation, is the challenge.

How many times have managers delegated the task of processing the payroll to the bookkeeper or receptionist or the PA, because the impression is that payroll is simple to do and can be done between other tasks?

Only to have an outcome where staff are paid incorrectly or late or the tax deducted is wrong and it is now a nightmare to fix - and SARS have just called to say they are coming to do an audit because the PAYE has not been paid over?

It all begins with having the correct tools to process wages or salaries correctly as well as audit reports and means of ensuring that the payroll is processed correctly.

This tool is the Payslip Software Suite!

Our software has been designed for easy installation and is setup to each organisation's specific requirements, regardless whether you have 2 or 20,000 employees or if you have a simple payroll or one that is "Blow your Brains" complicated, we can do it.

Whether you are in the building industry, business services, caterers, manufacturing, motor industry or whatever industry, we have the software to ensure compliance.

We also take great care to ensure that the payroll operator is trained on how to process payrolls and use the software effectively.

TRUST US WITH YOUR PAYROLL.

The first Payslip software program was installed in 1986 and has evolved over the years.

Users suggest improvements and that leads to constant enhancements to the products so that after 28 years, you are assured that the software is TRIED AND TESTED, by a broad spectrum of users across all industries and for practically all possible applications.

Payslip is "Home Grown", proudly South African and is used both locally and exported to neighbouring countries.

USED BY BUREAU'S

We support Entrepreneurship. We assist individuals who would like to offer payroll services to their clients.

We have a product that caters for multiple companies and is priced according to the total number of records needed on the system.

Our method of processing the payroll in *5 easy steps, makes us the favourite choice for auditors or accountants or payroll specialists to process outsourced payrolls (on behalf of their clients).

The Classic software is our "no hassles" entry level software for basic payroll processing that suits uncomplicated payrolls.

Paylite, Payslip and PayPower have mouse support, enhanced database features and integration to Equity and Skills and a whole lot of features.

We like taking Complex Payrolls and creating a simple efficient and reliable solution. Whatever your requirements, we have the solution for you..and we **guarantee** our products and support!

So can Payslip meet your needs? Here are common questions we get asked:

CAN PAYSLIP?

? Process daily, weekly, monthly Wages and salaries, special commission runs, piece rate payments?	Yes, we even have solutions for Agriculture, Schools, retail stores, Filling Stations
? Manage Executive packages with benefits and cash elements that are complex?	Yes Complex Expense and Re-imbursive allowances can also be setup*
? Maintain Leave - Annual, Sick, Family, Maternity, Unpaid, Injury on Duty, Study leave?	Yes, unlimited leave types and records
? Have LIMITED Earnings, Deductions, Pay Categories? Can you cope with 25 Overtime categories, 100 leave types, 25 loans,14 pension funds, 8 Provident funds 2 RA Schemes and 300 different earnings?	NO WAY - we provide UNLIMITED earnings, deductions. benefits, Employer contributions. No problem
? Manage unlimited amount of loans, with or without automatic interest and take care of tax implications?	Yes, load the loan balance and instalment and we program the rest If a loan is not deducted (little or no pay) we can even set it to deduct 2x instalments in the next pay period, and automatically deduct the full balance on termination.
? Manage Garnishees and Payovers of Garnishees?	Yes Link payment details to any deductions and create a Payover Bank transfer file easily
? Allocate hours and values to Costings so that the cost of labour can be calculated per job?	Yes - you decide which Pay Categories you want costed, then capture or import the costing splits(jobs) and the system calculates the % and values costed and outputs reports. It is widely used by our construction and manufacturing clients.
? Use Pay Profiles?	No. There is a better way - and with every "rule" there must be a way to override that rule - that is why we use Funds - and link employees to Funds so that all common pay elements can be implemented but without the hassle of being locked in. We also use Jobs where rates, minimums and maximums and equity information can be setup once and applied to anyone on that Job.
? Increases and Backpay is generally a nightmare - can this be handled better?	YES - increases can be applied by amounts or percentages to existing classifications of staff or imported and increase history stored in the HR screens automatically.

CAN PAYSLIP?

? Can I create a bank transfer file to upload into my banking or internet banking system?	YES - You can pay staff by cash, cheque or bank transfer. The upload file is created for you. You can also setup PAYOVERS for rent, credit card, mortgage, retirement funds, loans, garnishees, in fact, any deduction or Employer contribution can have an associated bank detail so that Payovers for the end of the month or a pre-determined date can be done as a bank transfer file.
? How about Integrating to Bargaining Councils?	YES - from the administration of pay elements unique to the different Bargaining Councils setup so that employees are merely linked to that set of pay elements, to extracting or printing the monthly returns. Our clients love the Building Industry Bargaining Council (BIBC), MIBFA, MEIBC etc.
? handle SARS reporting easily?	YES, Constant updates are released as SARS changes the BRS Specifications to interface with their E@syfile © software. Reporting is a pleasure. Tax certificates, working papers, payment schedules, audit reports tax certificates and the extract files are generated together NB- If an employee terminates during the year, a tax certificate is automatically generated with the payroll - Employers can then decide to issue it (emigrations/death/ disability) or re-issue it at the end of the tax year.
? Extract information to External systems?	YES - UIF monthly extracts and e-mail to declarations Extracts to General Ledgers Bargaining Councils Head Office information or Excel spreadsheets
? How about Standard Reports?	YES. There are over 200 standard reports that can be printed. ALL essential reports needed for the current period are spooled and viewed in Tab format when the payroll is calculated - AWESOME, because the payroll can be checked without wasting paper. Variance reports, payslips, Emp201, Summary Totals, Detail Report and each Earning/ Deduction can be viewed and/or printed from 1 screen, simply tick the reports needed and make a cup of tea while they are printed.
What about Multiple companies?	YES, and unlimited branches/departments/locations/cost centres or divisions.

CAN PAYSLIP?

? What if I want a special report?	YES - write reports on the fly by clicking on the fields in the screen to create a report and then print or extract it easily. YES for a separate Report Writer that not only extracts data but can be used to write back data to the fields (as in a bulk update or increase) YES our consultants can setup a mega complicated report for you.
? Print on my pre printed Payslip Stationery that has a specific layout	YES. we can create a special payslip to match your stationery, or use one of over 20 existing Payslip designs that print on Blank or Self sealing stationery. OR we also supply self sealing stationery.
? Manage Employment Tax Incentives	YES - the calculations are automatic as well as who qualifies, in what period and keeps track of the first year and second year calculations and restrictions. It isn't just a report but an entire management system with full reporting and history.
? Employment Equity reports?	YES - and your plans Jobs and employees in those jobs can be analysed and plans extracted As long as the employee information is kept up to date and captured the information is a press of a button away.
? Skills and Development Reports?	YES - and your plans and BEE information too.
? Training is important and we need more than just a SDL compliant system	YES - Training is managed and planned with costs, details etc as a fully comprehensive system.
? Human Resources records need to be kept	YES - everything from shoe size to qualifications, succession planning, Industrial Relations, medical issues,Health and Safety, Clinic Visits and more….
? Easy to use? I don't want a system where there are a lot of processes/batches/routines.	YES **This is our unique feature** that makes us the most efficient payroll on the market and has a Copyright* - After importing hours/commissions etc simply **press a button** called "CALCULATE PAYROLL" and the rest is done for you. This is a feature you must see.
? Updates?	YES, not just statutory updates but also client requested changes and improvements.
? Prevent fraud or produce reports for managers to sign off the payroll	YES - users have passwords and access is granted to field level with reports of who changed what. Variance and headcount reports and audit reports.

AWESOME!

Key Features

1. Easy To use

- No need to go in and out of complex menus. All information is arranged for easy access and navigation to all employee information.
- Use your Mouse or Use Keyboard Shortcuts to go directly to a function or screen.
- A flexible Main Menu in HTML format that can be changed to suit your workflow, because not all payrolls are processed the same way.
- Lookup tables can be used for Medical Aid contributions and the tax implications are automatic - merely link an employee to a medical scheme and capture the number of dependents.

2. Efficient data capturing

- No need to capture lots of information manually because there is the ability to import from spreadsheets or Clocking systems automatically or bulk updates.
- So weekly hours don't need to be captured - they can be extracted and imported from your clocking system, or from spreadsheets that the line supervisors send you. Leave records can be updated from your Clocking system.
- Increases, bonuses, commissions and anything else can be imported.
- Increases can be applied automatically, and/or batches can be captured in addition to interactively going in to each employee record for the one or two odd changes.

Menu can be changed to suit you

3. One click payroll

The Payroll is calculated and all basic reports generated in one step, which **include:**

- ✴ Variance reports > Compare this run to the last
- ✴ Earnings and deductions listings
- ✴ All employee Payslips
- ✴ Current, month to date and year to date total report
- ✴ The payroll summary and totals with Headcount and Transfer count
- ✴ Full tax calculation report per employee
- ✴ Errors listing where vital information may be missing from your system

- ✴ Warnings to advise where calculations may need a check; like an employee being paid for more hours than should be worked
- ✴ IRP5's issued upon termination and included in the payroll, if required

Spot an error? Go back, fix it, "RUN" again, repeat until you are happy with the payroll, then simply print reports to printer or PDF.

Then extract UIF, bank transfers, GL extracts, Backup and then close the period and you are done.

Need to go back and view/reprint a prior period? simply swap to that period and swap back again when done.

4. Special Routines

Routines can be created to lighten many tasks, for example,bulk upload earnings when all staff receive the same value, or process your entire shutdown run or Leave and Bonus Run at the press of a button. It really is that easy.

Report	Description
☐ BULK-DED	Add New Deductions to All Emp's
☐ BULK-ERN	Add New Earnings to All Emp's
☐ SAL-BON	Add ProRata Salary Bonus
☐ CAL-BON	Calculate Bonus
☐ SHUT	CALCULATE SHUTDOWN EARNINGS

5. Importing functions

Import from any time and attendance system directly into the payroll keeping hours correct per the clockings, or use a spreadsheet to quickly upload hours which are captured manually. Leave records can also be uploaded from Time and Attendance which cater for this, avoiding double capture into both the clock system and the payroll system.

If you have an Excel spreadsheet or CSV file, we can create an import for it. It can be for anything, we can do it.

6. Costing

COSTING HOURS SPLIT

Total Hours to be allocated: 81.00

Split Hours across the following

Cost Centre	Amount	Cost Centre	Amount
MAINTENANCE	20.00		0.00
AMBULANCE STATION	21.00		0.00
MISSIONVALE	40.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00

A great feature that allows the allocation of costs directly to projects for each line item(Pay Category) in the payroll; or a split of costs according to the hours spent on each different project – with a full range of reports that can be used for Ledger Allocations. Each hour at a site or on a project can be accounted for with the inclusion of company contributions and provisions giving an accurate "Job/Project Labour Cost".

7. Bargaining councils

Without this feature, each element of the pay categories would have to be captured per employee. The propensity for forgetting an element is huge, so we have created a feature to manage the Bargaining Council specific elements so that the user merely needs to link an employee to the appropriate Council, and all Deductions and Employer contributions are automatically calculated for that employee. Reports are printed in the required format or extracted if the Bargaining Council accepts electronic returns.

8. Funds Management

Funds for Medical Aids, Retirement, Union, or any scheme that has multiple elements such as deduction and Employer contribution can be setup as a fund. If the fund rules or values change - merely change the fund, not each employee record. For every rule, there is an exception and the same with Funds, they can be overridden for these exceptional employees in any variation - override the deduction, or the employer contribution or both. We can also automate additional deductions for Vitality, Top up etc. Simply link the employee to the relevant fund and it will do the rest - from tax implications to creating the deductions and contributions.

9. Garnishee management

Load all the garnishee information with reference numbers and balances and use the reports to create your remittance advice easily. Just like the Loan Management - once the balance is nil, the garnishee is no longer deducted.

10. Automated bank transfers

Tired of loading your batches manually each week/month? Use the bank Transfer Extract to create a file that is then uploaded for authorisation in your Banking software. No more costly capturing errors.

11. Loans & Savings

Manage loans and savings easily. Balances are tracked with deductions ending when the balance is Zero. Fringe benefit tax on interest free loans per the SARS requirements is automatic and if the Organisation charges interest, it can be either capitalised or added to the deduction each period.

If there is insufficient funds to deduct the loan - it can be setup so that there is a double deduction the following period.

With all deductions that work on diminishing balances, there is the option to deduct the full outstanding balance if an employee is flagged as terminating.

12. Payroll Creditor Payments

Third party/Payroll Creditors can be paid by creating a bank transfer extract. Capture the banking information for any deduction or employer contribution and at the end of the month, create the bank transfers file and upload it into your banking software for authorisation. This can be used for Medical Aids, Pensions, Bargaining Councils, Maintenance, Credit Card payments, Mortgage Payments etc.

13. General Ledger interface

Integrate the payroll with your general ledger and avoid capturing these journals manually at month end. These extracts are done with each pay run, keeping your General Ledger up to date at the end of each period. Ledger extracts only run if the Journal balances. Reports are available to check and the electronic file is created to use within your Accounting Program.

To setup the General ledger, each pay category is allocated the relevant debit or credit code - and can be used in conjunction with cost centres.

Our developers are available to make specific changes for clients or to setup a new format if it is not already available.

Direct/Indirect	Balance Sheet	Debit Account	Credit Account
Direct	NO	25000	
Indirect	NO	25100	

14. Leave management

Type	
Type	Description
A	ANNUAL
B	AWOL/STRIKE/STAYAWAY
C	SICK - UNPAID WITH CERT
D	UNPAID - FAMILY LEAVE
E	TRAINING LEAVE
F	FAMILY RESPONSIBILITY
G	SICK - PAID
H	COMPASSIONATE
I	INJURED ON DUTY
J	FORFIET LEAVE
K	PROTECTED STRIKE
L	LONG SERVICE LEAVE
M	MATERNITY
N	UNION MEETING
P	PAID OUT LEAVE
R	ANNUAL LEAVE DAYS
S	SUSPENSION - PAID
U	UNPAID LEAVE

Any leave can be managed and this is unlimited. Control leave being taken, avoid allowing too much leave and keep control of the 3year cycle – all automated by the payroll.

On an employee's third anniversary the balances roll over automatically renewing the 30/36 day sick rule. Even additional sick leave can be added, for allowances to special employees.

Annual leave also works on a rolling annual calculation and accrues with each payroll run.

Leave is accrued according to the allowable leave days per annum and is not limited to 15 days per annum.

Wages employees can be setup to accrue 1 day for every 17 days worked. Automatic upgrade to 20 days leave allowed after 5 years service can be setup, as well as any other leave rule.

Leave Cycle	Description
A	ANNUAL ON START
B	JUL TO JUN
J	JAN TO DEC
X	NONE

Allocate Leave	Description
C	IN ADVANCE
D	1 DAY EVERY 17DAYS
H	ONE HR EVERY 17HRS
R	IN ARREAR
S	ENTITLEMENT PERSHIFT

Annual Leave | Sick Leave | Other Leave |

Last Calculation	200414	Leave B/F	0.00
Leave Category	B Standard Conditions	Leave Accumulated	5.01
Leave Cycle Start	010114	Leave Taken	0.00
Leave Cycles Completed	4	Leave Balance Due	5.01
Leave Entitlement	15.0000		
Hours Worked	0.00	Planned not included in Taken	
Days Worked	0.00	Leave PLanned	0.00

15. Employment Tax Incentives

Calculations are built into the payroll, much like automated UIF & SDL calculations. It is an internal system Function. Age and income are checked to determine the claim allowed. Calculations for months where ETI exceeds PAYE the value is "rolled over" to allow the deduction off the next month's EMP201 – all built in, just run your payroll and on month end, the ETI will load automatically and the report will appear on a Tab in the Pay Run. History is stored so extracts can be given to SARS as required.Should there be queries, all information is presented by employee on one screen without going back into backups and checking monthly reports. The second year calculation will differ from employee to employee so the system does it automatically and this can be checked by viewing the number of claimed months for that employee.

16. UIF Extract to Labour Department
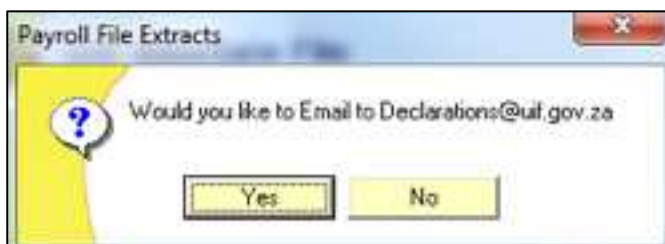
The Department of Labour requires all employers to send changes of employee details to them once a month and can be done by manually writing out a UI19 form and faxing it, or registering on U-Filing and manually capturing the changes each month on the UIF website, or, as we suggest, EXTRACT the information from the payroll.

Once a month, run the UIF extract, print the report and then email the extract file to declarations. Payslip even asks the user if an email message should be created in Microsoft Outlook so that there is no hassle of first saving the file then creating an e-mail and hunting for the correct file to attach.

17. Bonus tax savings
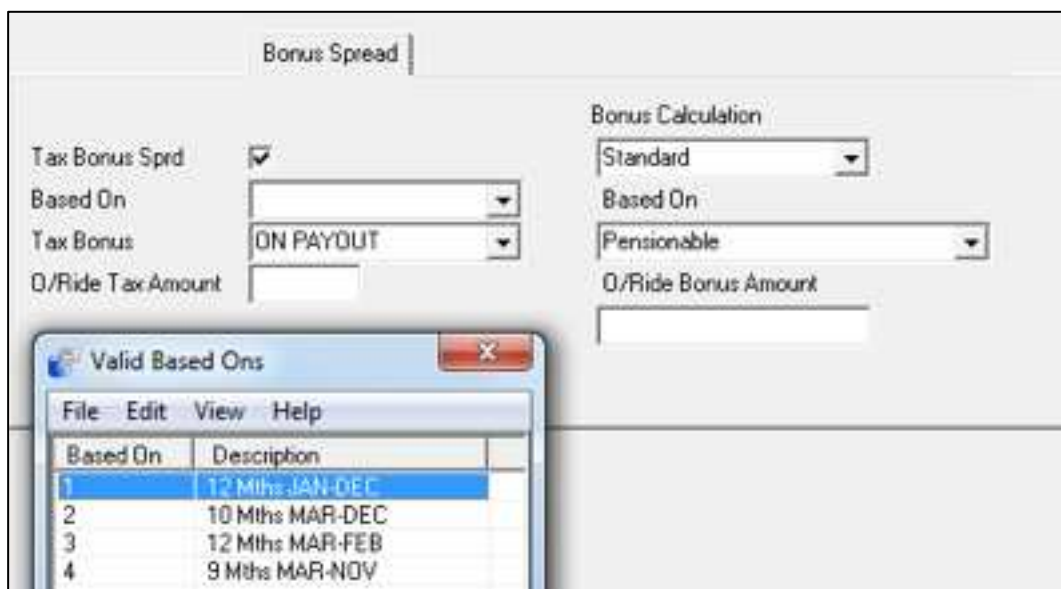
Automate the deduction of additional tax during each pay run to compensate for the PAYE due on an expected bonus at shutdown/year end. The system either uses standard bonus calculations (bargaining council setups) or these can be overridden for discretionary bonuses.

18. Company Hierarchy

The Database is setup using the various levels of segmentation, such as Payroll, Company, Branch, Department, Cost Centre, Location, Grade, Job and reports are printed accordingly.

There is no limit to the number of Companies, Branches etc.

Employees can even be allocated to a Manager so that reports can be printed by "Manager" and handed over to them for further discussions or training plans and so on.

19. SARS Submissions

Submitting extracts to SARS E@syfile is easy. Just like the one button "Run Payroll" the the Sars Submission is done and reports extracted in tab format to view and/or print.

Any missing information is highlighted and users can click on that error line to be taken directly to the problem to be fixed and is taken back to this screen when done to correct the next error so that time is not wasted going from screen to screen, employee to employee unnecessarily.

Once all information needed is validated, the reports can be printed or saved electronically and the extract file imported into E@syfile.
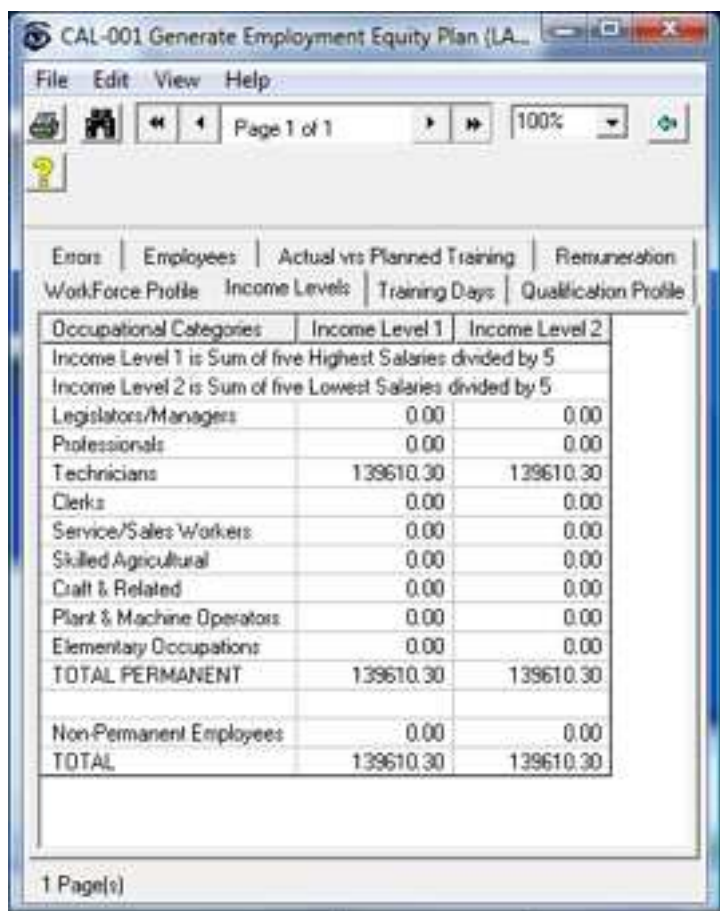
This process can be done at any time during the year to check information as it is not part of a process to roll over tax years. This helps to make sure data is constantly checked and corrected and no surprises at the end of the tax year.

20. Human Resources

This module contains everything you need to track your employees' personnel records.

It is a feature packed system that has been developed around our clients needs for the past 30years. It has to be seen to be appreciated. Here are some highlights of the most popular features:

I. Absenteeism – by capturing absenteeism you can print one of the many reports which are already built into the system, including twelve month rolling company reports to track movements and improvements through action taken against defaulting employees. An overview report reflecting "the year at a glance" used for counselling sessions with staff and to track trends

II. **Skills/Training** – with a few additions to your system and day to day maintenance you can pull your required SETA and other training reports at any time.

III. Industrial Relations. Capture all disciplinary actions and grievances in the employee's record – it will even create the document required for you already pre-populated with the employee's information.

IV. Job/Performance management. Track promotions and job changes and Key Performance Indicators, evaluations , qualifications,etc. through the course of each employee's employment period.

V. Increase history. Keep track of increases given and their reasons and it can automatically update the payroll

VI. Health and Safety. Track clinic visits, medical issues, and clothing issues to staff

VII. **Employment Equity** – a routine that will use all your HR related information and generate your employment equity report for easy online data capturing. A full workforce profile with all related demographics by Age, Race and Gender is generated. A validation of data is completed to ensure all information is captured. There is no need to spend hours adding up all your employees demographics, simply keep information up to date and current, print your equity report and capture online.

21. Live automated system backups

a. No need anymore to restore data just because you cleared before printing your reports or doing your extracts. A simple login function allows the user to log into any backup to reprint payslips, re-pull ledger etc. This same method is used for year end submissions. Remembering they are backups and therefore changes made here do not affect the live system.

b. The IT person will need to ensure off-system backups to external or offsite/cloud drives are being made regularly.

22. Report writer

a.	On the fly reporting available in various formats – print directly from the screen, print from your menus or point n click and create your own customised reports. More in depth report functions are also available for users attending the advanced course.

b.	ANY – report that "looks" like a spreadsheet can be saved as a spreadsheet, it's as simple as "save as" – no need for data mapping or uploading via Excel – just "save as" - then you can take the data and manipulate and format as you see fit.

23. Management and Audits

✳ Risk management issues are addressed by creating users with their own passwords and profiles, and logs are kept for what was changed by whom and when. Specific fields such as rate of pay and bank details can be isolated and audit reports printed on changes to these.

✳ Variance reports are run with the payroll automatically so that managers signing off the payroll can see the differences between the last pay period and the current one. This makes checking the payroll easy as it is done by variance, not by going through each employee record.

✳ Head count reports showing new employees and terminating employees are also run automatically with the payroll so that changes to the number of employees are checked and verified.

✳ Duplicate Identity numbers and banking details are checked and reported within the Run Payroll function

✳ Users can be restricted to what they are allowed to change within the system and can be restricted to View fields and not Change specific fields. Users can be managed down to field level.

✳ Information can be extracted for managers to use for budgeting, pay increases,absenteeism, training requirements, available positions, BEE information and so on. If the information is in the system, it can be extracted. Likewise this information can be modified externally and then imported to eliminate the need to capture manually - this is a great help for increases, bonuses, commissions, long service award etc.

✳ If the function is not already there, our developers can write any function into the system - you are not limited to a vanilla flavoured one size fits all payroll.

✳ **ACCRUALS and PROVISIONS** can be setup to calculate in the payroll - for leave or bonus or CCIOD etc, thereby saving the hassle of calculating accruals and provisions outside the payroll manually.

✳ Minimum and maximum values can be placed on fields such as base rate or where boundaries are required.

Why Payslip?

★ We have a pedigree spanning over 27 years, our software is tried and tested and we have grown with our clients and have stable, reliable and popular software solutions

★ We provide software as well as Outsourced solutions if you do not want to process the payroll yourself

★ We have dedicated staff to assist you with installation, training and support

★ Our products are competitively priced and licence fees can be paid annually or monthly

★ We have a loyal client base

★ Our solutions fit into your organisation, not the converse

★ We have a self help section on our Website

★ We have a National Solutions Centre to provide telephonic support during office hours and by arrangement after hours.

★ We use TeamViewer© to log into your computer with your permission to make changes required so that you save on the cost of travel and time of having the work done on site.

★ We are signatories to the Information Technology Association

★ Our software is **proudly designed and developed in South Africa** and used across all sectors of industry and is Exported to neighbouring countries.

Contact us for a no obligation quotation and demonstration.

AgriPay*

Payslip*

Payslyp Classic*

PayLite*

PayPower*

PayShop*

PetroPay*

LabourTool*

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