

Save time. Save money. Relax. Your payroll is in good hands.

Why waste time and money when you can hand your payroll over to the professionals? We wrote the software. We developed the processes. we know payroll inside out. Whether you run a small business or a giant corporation, our sophisticated payroll systems and expertise will save you money and time and free you up to focus on growing your business.

Sage VIP Outsourcing has been looking after more than 250 payrolls since 2002. Every year we process the salaries of around 130 000 employees - on time and with absolute accuracy. Our payroll and HR software and services have been leading the market for more than three decades.

You don't pay any software licence fees. Our software is developed and maintained in-house. We can import information from other sources like time-and-attendance systems and can also export information to banks, accounting systems and other supported systems. We use tried-and-tested methods of operation with a focus on accuracy and redundancy.

We run your payroll while you enjoy these advantages:

- Access to the software
 You get a free backup of the latest
 signed off payrell, so you can review
- signed-off payroll, so you can review every detail.

 Employment Equity setup and
- maintenance
 Our Employment Equity module
 generates all Statutory Equity Reports
 (EEA2 and EEA4) required by the
 Department of Labour. We do the
 initial setup for a minimal project fee
 and maintenance is automated.
- General Ledger interface files
 We can setup and create electronic interface files that you can import to

your own general ledger systems for a minimal fee. This will increase your accuracy when balancing and maintaining your control accounts.

• Business Intelligence reports

To save you time in consolidating information, we can extract standard and customised management reports from your payroll at company or group level. These reports are perfect for a board pack.

Leave recording and reporting
 Our detailed leave reporting lets you
 manage leave and create accurate
 leave provisions. We will even
 integrate your company leave policy.
 Leave can be recorded manually or

electronically via our hosted Employee Self Service system (ESS).

Electronic Payslips

Payslips and tax certificates can be distributed electronically via InfoSlips – an interactive digital payslip. InfoSlips can be customised to suit your corporate identity and are archived for seven years.

· Access to a pool of expertise

All our account managers have extensive payroll consulting experience and are experts in payroll legislation and the software.

Constant back-up of your data
 Your backups are made daily, weekly
 and monthly and are stored off site at
 a secure location.

The Outsourcing process here's how it works:



Your designated officer prepares, collects and authorises all payroll data to be processed.



We input data on the VIP software.



We conduct a variance review and create a query list which we'll send to you.



respond to the query list.



Transfer net salaries



EFT file created





Review

You import the EFT file and then transfer net salaries to your employees' bank accounts.

We create an electronic transfer file and email it to you in a secure, encrypted email.

Once you find everything in order, you sign off the payroll for final processing.

according to your queries.





We upload and send InfoSlips to your employees' email addresses.



Prepare reports and interfaces

We prepare and email your required standard reports and interfaces (e.g. general ledger) to you.



Reconciliation of 3rd party payments

You reconcile third-party payments. We can assist with medical aid reconciliation to ensure accurate taxation.



UIF declaration file submission

We email the electronic UIF declaration file to the Department of Labour.



You upload the

interface file into the general ledger system.

interface



Payment to 3rd parties

You pay third parties.

Your other responsibilities:

- Addressing queries from your employees (including InfoSlip queries).
- Interaction with third parties (e.g. benefit funds, SARS).
- Administering employee benefit funds.
- Preparing manual tax certificates.

Our other responsibilities:

- Preparing electronic tax certificates.
- Preparing IRP5 and IT3 certificates.
- Preparing and reviewing the e@syFile import file for mid- and end-of-taxyear processes.
- · Keeping the software updated and in line with statutory requirements.
- Making sure your data is always backed up and there is a disaster recovery plan in place.

Guaranteed accuracy and reliability

- · Your payroll is meticulously checked by our payroll experts before we give it to you for review.
- We maintain comprehensive notes of the full payroll process. This ensures that your payroll is always processed even when key personnel are absent.
- · Our continuity infrastructure ensures that a second account manager is always aware of your setup and details should the designated manager be unavailable.







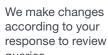








queries





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