

# Sage Pastel Payroll & HR



Optional modules simplify your processes. Keeping you compliant and ensuring your information is accurate.

# We've got a range of tools to help you work smarter, not harder.

The Sage Pastel Payroll & HR optional modules have been carefully designed to provide you with a range of tools to work smarter and more efficiently. We give you the option to select from the modules you need most or to simply upgrade to Sage Pastel Partner Payroll Advantage and receive the most popular combination of helpful tools.

## Upgrade to Sage Pastel Partner Payroll Advantage

Upgrade to Sage Pastel Partner Payroll Advantage and get all the great benefits of our base payroll product, plus five feature-rich modules: Self Service Advantage, Human Resources, Multiple Transactions Manager, Third Party Payments and Salary Structuring. The upgrade will also include enhanced features like Bulk Terminations and Reinstatements and Consolidated Reporting.

### Sage Pastel Payroll Intelligence

- A reporting tool that allows you to adjust reports for improved business decisions.
- Our standard pre-set reports save you time, with more than 20 formats including job costing, year-on-year leave comparison reports and more.

### Industrial Council Compliance \*

- We cater for the following Industrial Councils: MIBFA, MIBCO/MICFA, the Electrical Industry, the Road Freight Industry and Private Security Industry.
- You no longer have to manually complete reports, simply generate the submission file and e-mail it at the click of a button.

### Human Resources Management

- This easy-to-use system suits any size and type of business ensuring performance reviews and disciplinary actions are done correctly and accurately.
- With standard compliant HR forms and templates you can customise to suit your needs.

### Salary Structuring \*

- This module simplifies the task of structuring a total-cost-to-company remuneration employee package.
- You are able to update employee payslips within the structure you define.

- Make use of the nett-to-gross package calculation to accurately determine the gross basic salary.

### Self Service

- A web-based tool enabling employees to manage their information online. This includes viewing payslips, applications for leave, travel claims and updating personal information.
- To demo Self Service online go to [ess.pastelpayroll.co.za](http://ess.pastelpayroll.co.za) or check it out on your smartphone on [ess.pastelpayroll.mobi](http://ess.pastelpayroll.mobi) and select the *Explore Product* option.

With the upgrade to Sage Pastel Partner Payroll Advantage, you receive Self Service Advantage with the additional features:

- Extended Personal Profiles, Linked Assets, Notes, Medical Details and more.
- You can send out rating and feedback forms, allowing you to get it straight from the source.
- With Self Service Advantage's Multi Company, you can link employees to your org-chart, even if they are in a different company.
- Complete a Job Requisition form and let Self Service Advantage escalate it to your managers and HR department for approval.

### Multiple Transactions Manager

- This feature allows you to make multiple transactions across the entire company or specific groups within the payroll system, such as increases, leave applications, and process production bonuses or commissions

### Third Party Payments \*\*

- Make payments to medical aids, pension funds, provident funds, garnishee orders and retirement annuities as well as perform company deductions and contributions – all at the click of a button.

### Multiple Countries

- Simply choose the countries where you need to process from our list. Install, register and process payrolls for any combination of countries without separate installs or registrations.

### Sage Pay

- Ensuring accurate information for your payroll, validate and verify your employees' ID Numbers and Bank Account details and send the payment straight from your payroll to your Sage Pay account, reducing the risk of separate bank export files.

\* Not applicable for customers outside the borders of South Africa.

\*\* Only applicable in selected countries



We've got your back.  
Support when you need it



Your payroll data  
is always safe  
and secure



GL integration with  
Sage Pastel Accounting



SARS compliant

Call us. Chat to us. Email us today.

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