

A photograph of two women in an office environment. The woman on the right has dark, wavy hair and is smiling broadly, looking towards the left. The woman on the left has blonde hair and is seen in profile, looking towards the right. They appear to be in a collaborative work setting.

# Sage VIP Payroll & HR Classic

sage

For small and medium businesses

Takes the pain out  
of HR and payroll  
processing.

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# Classic Payroll & HR

## The payroll solution with options

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If you're currently doing basic salaries, wages or commissions, perhaps using Microsoft Excel, and you need to put a more professional, efficient system in place, VIP Classic Payroll & HR is the way to go. Not only does it give you a spread of essential payroll functions, it also allows you to add a range of HR modules to form a comprehensive, easy-to-use solution.

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Of course, it will also ensure that you comply with the SARS requirement that medium-sized businesses have a payroll system in place.

VIP Classic Payroll & HR's user-friendly real-time design makes it an uncomplicated and popular solution for medium-sized businesses, offering you all the latest legislative changes and ensuring that your calculations are always accurate and up to date.

### Real-time input puts you on the front foot

VIP Classic Payroll & HR has been developed through years of interaction with our clients. That's why you'll find that it offers you all the functions you need to manage your payroll safely and efficiently, giving you the freedom to focus on what's really important - growing your business.

Here are just a few of the key features you'll enjoy using. Your knowledgeable Sage VIP consultant will introduce you to all the others:

- The main design of the application is based on our real-time input facility. This means that your inputs are updated immediately, allowing users to view the impact of changes straight away. This also lets you run "what if" scenarios and print dummy payslips.
- Tax is calculated automatically, ensuring that you're compliant with the latest tax legislation.
- With the Classic system you can run up to 999 payrolls with unlimited employees and cater for all legislative requirements like tax, UIF, SDL, OID and the Youth Wage Subsidy (ETI).
- It caters for for all bargaining councils including, MEIBC, MIBCO, BIBC, NBCEI. This includes submissions in the required electronic and hard copy format.
- You can view total cost for the employee, the department, cost centre, pay point, site or company at a glance either on-screen or in a report.
- The system lets you apply increases across the board by percentage or fixed amount and calculate back-pay different rates of pay.
- You can customise your company's parameters.
- Print history payslips and reports.
- Powerful standard and user-defined reporting will provide you with the right information when you need it.
- It offers you import and export functions e.g. time-and-attendance systems, accounting software and banking institutions.

# Build a bundle

## Add modules and combine functions to fit your requirements

Simply add any of the following modules to your core system to expand its capabilities. It can be adapted to fit your requirements, no matter how fast your business grows.

### Leave Management

The Leave Management Module lets you manage leave administration within the framework of the Basic Conditions of Employment Act (BCEA) and enforce company-specific leave policies. This module is fully integrated with existing payroll fields to eliminate double entries.

### Personnel Management (Basic HR)

The VIP Personnel Management Module is embedded in the Classic Payroll & HR system to give your HR manager immediate, easy-to-use access to accurate employee information and a host of key functions.

### General Ledger

The VIP General Ledger module saves you time in balancing your salary journal and allows you to allocate salary costs according to general ledger account codes and cost centres. It will work with all major accounting software suites, including Sage Pastel Partner, Sage ERP 300, Omni Accounts etc.

### Employment Equity

The VIP Employment Equity Module provides you with fundamental guidelines on all aspects of Employment Equity required by the latest South African legislation.

It gives you step-by-step procedures for implementing all the components of Employment Equity in your company, developing numerical goals and targets and printing all Statutory Equity Reports (EEA2 and EEA4) for the Department of Labour.

### Skills Development

The Skills Development Module gives you practical tools for managing all aspects of skills development in your organisation e.g. monitoring planned and attended training as well as direct and indirect training costs.

### Intelligence Reporting

Sage VIP Intelligence Reporting empowers you to easily obtain the information required for improved reporting across your entire business. Based on the Microsoft Excel application, it lets you create reports and analyse data, improving your visibility into your organisation and helping you make informed business decisions. Users are provided with a suite of reports that can be modified or customised to suit individual user requirements, in addition to the existing payroll reports within the VIP system.

### InfoSlips (electronic & mobi payslips)

A VIP InfoSlip is an electronic payslip that not only mirrors the VIP paper payslip, but offers your employees an interactive compensation statement that shows them all their benefits in an easy-to-read, engaging format.

It also offers you a unique way to communicate with your employees: simply attach data in Microsoft Word or Excel and you have a powerful new communication channel for newsletters, travel claims, increase letters, etc.

All InfoSlip files (payslips and IRP5s) are archived online for seven years.

## Desktop upgrade path



For small and medium businesses



For large businesses



For larger businesses in the mid-market and enterprise space

## Sage VIP

Pretoria (Head office)  
Cnr Aramist Avenue &  
Southern Cross Street  
Menlyn Maine  
Waterkloof Glen Ext 2  
T +27 (0)12 420 7000

Johannesburg  
Sage Technology Park  
102 Western Service Road  
Gallo Manor  
Ext 6  
T +27 (0)11 304 4500

Port Elizabeth  
Ascot Office Park  
Building 3  
1 Ascot Road  
Greenacres  
T +27 (0)41 502 7500

Windhoek, Namibia  
1st Floor Ardeco Building  
34 Nelson Mandela Avenue  
Klein Windhoek  
T +264 (0)61 22 6572

Cape Town  
Sage Technology Park  
3 Edison Way  
Century City  
T +27(0)21 522 7500

Bloemfontein  
Itec Building  
14CP Hoogenhout Street  
Langenhoven Park  
T +27 (0)51 412 5000

Nairobi, Kenya  
4th Floor Nivina Towers  
Westlands Road  
Westlands  
T +254 (0)20 216 0000

Durban  
Sage Technology Park  
23A Flanders Drive  
Mount Edgecombe  
T +27 (0)31 537 7000

Gaborone, Botswana  
Plot 127 Kgale Court  
Unit 13 Gaborone  
International Finance Park  
Kgale View  
+267 318 7445

Lagos, Nigeria  
1st Floor Plot 6  
Southgate House  
Udi Street  
Osborne Foreshore Estate  
Ikoyi, Lagos State  
T +234 1 460 9900

[info@vip payroll.co.za](mailto:info@vip payroll.co.za)  
[www.sagevip.co.za](http://www.sagevip.co.za)

