

sage

VIP Classic Payroll & HR

*Taking the pain out of
HR and payroll processing*





"Accurate, easy to use and guaranteed compliance is what you are assured of when using a Sage VIP system. For a start-up entrepreneurial company like ourselves, doing it right the first time is what makes the difference and that is what Sage VIP got right with their software."

Johann Jacobs, Director, JJR Inc. Attorneys.

The payroll solution with options

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.

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

Sage VIP Classic 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 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 VIP 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.
 - Maternity leave activation functionality - load UIF Start and End date.
 - 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.
 - Mobile payslips and e-mail reports.
 - Caters for the Retirement Reform rules and changes.
 - 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.
-

Add and combine

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

General Ledger

The 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 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 Intelligence Reporting empowers you to quickly and easily obtain the information required for improved reporting across your entire business. Based on the Microsoft Excel application the Intelligence Reporting module lets you effortlessly 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 Classic system.

SMART (Payroll Reporting)

SMART (Solutions Manager and Reporting Tool) offers you several generic reports we've developed over the years to help you take the leap from raw data to decision-making.

InfoSlips (electronic & mobi payslips)

An InfoSlip is an electronic payslip that not only mirrors the VIP Classic 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 are archived online for seven years. Your employees can simply register online for access to historic InfoSlips or tax certificates.

Sage Self Service

Sage Self Service is a web application which gives your employees user-friendly tools to update their personal details, apply for leave, submit claims and view payslips and tax certificates online. Anywhere and anytime, all they need is an internet connection. Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

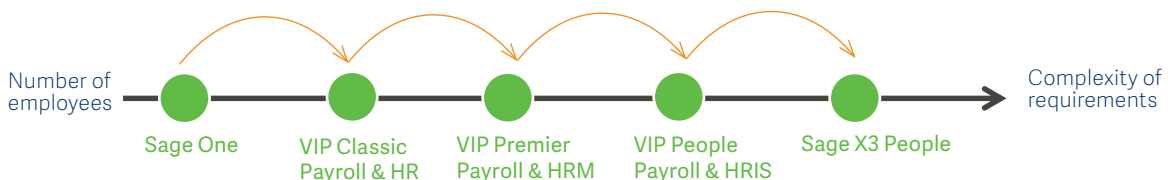
Sage Pay

The all in one payment solution for your business. Sage Pay, together with Sage VIP, ensures that your salaries get paid on the same date and time. You have the opportunity to access a wide range of payment solutions that will improve your business processes and reduce costs.



Migration path:

Functionality, total offering, technology, complexity



Sage HR & Payroll

Pretoria (Head office)
Cnr Aramist Avenue &
Southern Cross Street
Menlyn Maine
Waterkloof Glen Ext 2
T +27 (0)12 420 7201

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

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

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

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

Bloemfontein
College Court Building
183 Nelson Mandela Drive
Brandwag
T +27 (0)51 412 5000

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

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

Nairobi, Kenya
4th Floor Nivina Towers
Westlands Road
Westlands
T +254 (0)20 403 6000

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

South Africa:
info.shp@sage.com
www.sage.com/za

