



PAYMASTER

Relieving your Payroll pressure

Why choose PayMaster?

We give you...

- A peaceful night's sleep knowing that your payroll is well managed by experts
- Peace of mind knowing that your SARS, UIF and SDL deductions are correct
- A stress free month-end because all the payments are accurate and on time (to us a deadline is a deadline not a suggestion)
- A surprise-free payroll environment, because we agree on the deadline dates with you, every month
- Level 4 Superior Contributor to BEE, 100% Procurement Recognition
- Over 20 years of payroll experience
- Practical, sound payroll advice when you need it
- A payroll that is always current, using the best practices in payroll processing technology.



PAYMASTER

Outsourced Payroll

We process your payroll; management have access to the reports and payslips online; the Human Resource department have access to all employee data; the training department have access to the training records; the industrial relations department has access to the disciplinary records - now that's a real good partnership.

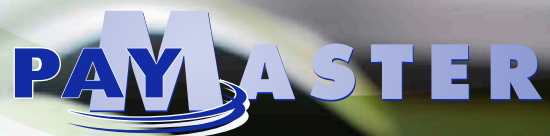
So what do you get:

- The processing of all information (including commissions) up to and including the calculation of the nett pay, the making available all of the payslips and all reports.
- The electronic transfer of the nett salaries into the employees account. The transfer is guaranteed to be in the employees bank account on Payday (optional)
- The pay over and reconciliation of all deductions to third parties (SARS, UIF, Garnishes and industrial council deductions). We will also handle all queries for the relevant deductions (optional)

In addition

- Access to your data via our online payroll system
- On line leave application and approval facility
- On line employee documentation facility
- Online collection of your reports and payslips
- On line Human resource record keeping (all leave, employee's personal information, training and industrial relations records)

- Skills and employment equity reports
- Duplicate payslips/IRP 5 certificates
- Immediate Access to historical data on line
- Duplicate reports
- "What if" payslips
- Advice on payroll issues
- No take on costs for new employees
- No additional costs for bonus months.
- No annual licence fees.
- Resolving outstanding issues with the Receiver Of Revenue and other third parties (if we do the pay over's)
- Backup kept off-site

The logo for PAYMASTER features the word "PAYMASTER" in a bold, blue, sans-serif font. The letter "M" is significantly larger and more prominent than the other letters. A blue swoosh or underline is positioned beneath the "M" and extends slightly to the left and right. The background of the logo area is a blurred image of a person's hands typing on a computer keyboard.

A unique partnership

Paymaster will give you access to all your employees' data and password access to our website so that we can share the same software and work from the same database.

This gives you, the client access to:

- All your payslips and reports on line
- The ability to create your own reports on line
- All the employees biographical details on line
- The employees leave records (you will be able to maintain this online)
- The employees disciplinary record (you will be able to maintain this online)
- The employees training records (you will be able to maintain this online)
- Store employees documents online for example id document or contract of employment

Paymaster will process all your salary information, do all the nett pay overs (optional) as well as pay over all the deductions (optional).

As a result of you using Paymaster as your payroll outsourcing partner you get the benefit of an online information system that eliminates the need for you to keep your own separate human resource records. In this way there is no longer a merging of data or importing of data with the risk of corrupting your information. Both You and Paymaster have access to one data base. One more possible area of error eliminated.

In addition you have access to all report and pay slips and so no longer do you have to wait for information. It is available immediately when you need it – anywhere anytime. You will always have access to your information.

Lastly Paymaster will appoint one employee to manage your payroll. This means that a h a partnership is developed that leads to Paymaster becoming an extension of your business. It is like having your own Payroll department. A very personable way of doing business. We believe in the power of relationships



PAYMASTER

Paymaster Online

A payroll programme so simple even my granny can use it

A simple, online payroll that will meet your every Payroll need..The control is yours; the maintenance and updating of the system is ours. We will ensure that your Payroll is always legally compliant and automatically updated. The software programme is designed for choice and therefore each component is separately priced at a Rand per employee per month price. You can choose to use as much as you need or you can use just the payroll component.

Component	Description
Payroll	Full payroll function including all reports. Maximum of 100 companies, unlimited number of employees.
Reporting	All reports available on line in a format that suits you. There are over 50 standard reports or you can create the report you need in 3 easy steps
Leave – Basic approval or	Keeps all leave categories for all employees. Multiple leave schemes possible.
Leave - Advanced work flow	Two level system of approval with on line leave application and online managers approval.
Costing	Assign salary cost to projects
Time sheet facility	Electronic time sheet facility
Employee self service	Employees update their own details as well as collect pay slips (current and historical) online. Employees can also apply for leave online
Upload all employee documents	Store all documents online. E.g. ID book, contract of employment.
Training module	Keeps a record of training attended as well as the cost of training
Industrial relations module	Keeps all disciplinary hearing and grievance records
Additional reports	Skills and employment equity reports
Keeping of history online	Keeping a copy of the reports as well as payslips online. (2 years data will be kept)



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The logo for PAYMASTER features the word "PAYMASTER" in a bold, blue, sans-serif font. The letter "M" is significantly larger and positioned behind the "A". A blue circular graphic element, resembling a stylized globe or a ring, is positioned below the "M" and "A".

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