

PASTEL | PARTNER

PAYROLL

FOR SMALL AND MEDIUM BUSINESSES

Software that does it all for you



The Payroll and
HR software
that does it all
for you

A leading
developer of
Payroll & HR
software

sage

Sage Pastel Partner Payroll provides you with an easy-to-use, accurate and secure Payroll solution with all the features you need. It is the ideal solution for any size and type of business and ensures that your business is kept up-to-date and complies with the latest legislative requirements.

[EASY-TO-USE. PAYROLL FOR ANY SIZE AND TYPE OF BUSINESS.]

Sage Pastel Partner Payroll is available as a stand-alone, single-user product for the smaller company, or is scalable up to 10-users for a larger company and can accommodate an unlimited number of employees. It caters for the full spectrum of requirements, from pre-defined, standard sets of transactions for less complicated Payrolls, to more powerful and customisable features and functions for Payrolls with more sophisticated requirements.

At Sage Pastel Payroll, we believe in working smarter, not harder. Meeting your Payroll obligations every month takes considerable time and know-how. So, you'll appreciate Sage Pastel Partner Payroll's easy, efficient processing ability. Our dedicated focus and specialist expertise is the reason why more businesses choose us as their preferred Tax, HR and Payroll partner. Follow the mainstream and utilise the Payroll & HR Software that does it all for you.

[Compliant with Legislation]

- Caters for many different types of tax calculation methods, e.g. periodic, average, directive, etc.
- Annual tax table and regular statutory upgrades keep your Payroll up-to-date with legislative changes. Unlimited Scope
- Unlimited earning and deduction types can be defined.
- Process weekly, fortnightly and monthly paid employees in the same company.
- Set up multiple user-defined fields for additional employee information (6 alpha-numeric fields, 12 numeric fields, 6 date fields, 6 Yes / No fields). These fields can be used in both formulae and lookup tables.

- Create multiple income, deduction, contribution and benefit transactions from pre-defined sets of transaction templates.
- Allows for multiple rates of normal and overtime pay.
- Use the Filter facility to select the required employees and generate reports by employee code, pay frequency, cost centre, job code, etc.
- Use the Batch Processing facility to electronically import recorded hours from clock-card systems, directly updating the payslip.
- Customise your transaction templates by setting up your own formulae and creating lookup tables.

[Payslips]

- Sage Pastel Partner Payroll automatically calculates all the income, deductions and company contributions according to your requirements.
- View the payslip with the nett salary on-screen before you print cheques and generate electronic bank transfer files.
- E-mail a password-protected payslip to your individual employees.

[General Ledger Integration]

- Generate Payroll and cashbook journals for seamless General Ledger integration with Pastel Xpress and Partner Accounting as well as most other accounting packages.
- Integrate by expense account and / or cost centre.

[Leave Processing]

- Automatic accrual of annual leave days due with detailed leave records for all leave types on an annual, daily or hourly basis.
- Calculate the number of leave days by automatically excluding non-working days in the leave period. Assistants (Wizards)
- Sage Pastel Partner Payroll has many Assistants (Wizards) which guide you through tasks of a non-repetitive nature, making these tasks simple and intuitive, e.g. the Setup Assistant, General Ledger Integration Assistant, Payroll Run Assistant, Period / Year-end Update Assistant and the Payslip Paper Style Assistant.
- Use the Setup Assistant to create a company in minutes, by answering a few simple questions and selecting your preferred date and formats. It's that easy!

[Enhanced Help Facilities]

- A context-sensitive Help Facility (F1) is available with detailed explanations of each function or field.

[Processing]

- Perform 'what-if' payslip calculations on-screen.

- Process by exception - you only need to enter pay and/or deduction information when there are changes, e.g. overtime.
- Process and print payslips for groups or for selected employees.
- Affect global changes for employees linked to a specific profile, eliminating the need to adjust each individual payslip periodically.
- Control employee loans with automatically calculated interest on outstanding balances.
- Supports fifth week or third fortnight payroll processing.
- Records and accumulates shifts worked.

[Simple, Quick and Easy-to-Use]

- All the transactions you require are already created for you upon installation.
- Capture payslip data in a batch format or process the payslips in 'realtime' mode with live on-screen calculations.
- Quick and easy termination or reinstatement of employees.
- An on-screen Status Bar indicates which period your payroll is currently in.
- Quickly set up new employees by linking them to a pre-defined employee profile that automatically populates their standard transaction information.
- Allows you to link all employee information such as CV's, letters of employment, disciplinary letters, schedules, etc. Notes can also be linked to external documents such as Spreadsheets. Assign an action date to each note, and print 'to-do' lists based on these action dates.
- Adding a new employee is easy, fast and intuitive, with our validations guiding you through all the mandatory fields that need to be completed.
- Store relevant information, such as photographs of your employees for easy identification.

[Password Control]

- Set up multi-user access with various password restriction levels.

[Provides Flexibility]

- Process special Payroll runs such as commissions, bonus payouts, back-pay, etc.
- Process payslips for individuals or for groups of employees at any time, using the Employee Filter option.
- Customise payslips, cheques and labels with the user friendly 'drag & drop' Forms Designer feature, e.g. insert your company logo onto your payslip.
- Define your coinage denominations for cash payments.

[Reporting]

- Output reports to screen, printer, Microsoft® Word

and Excel, PDF or HTML.

- Option to preview payslips on-screen before the final payroll calculation is done.
- Print an audit trail of any changes to masterfile information.
- Print transaction history reports for any period.
- Print coinage analysis for defined cash payout denominations.
- Generating reports is made easy with an advanced filter function to select the relevant employees for the report.
- Print each employee's payslip in any pre-defined languages or set it up to print your payslips in the language of your choice.
- Reprint payslips for previously processed periods.

[Customer Report Writer]

- Allows you to create any type of report according to your business requirements.
- You can access a customised report layout in any of your companies thus eliminating the need to customise a report more than once.
- Create simple data listings by using the Report Assistant or create more complex reports using the advanced customisation and design features.

[OPTIONAL MODULES]

These Modules are sold individually and are subject to an annual licence fee, which covers all legislative and product upgrades.

[HR System]

If you have one or more employees in your business, not only do you need HR, you already have it! From the moment you place your first "Vacancy Available" sign on the door, or, run a "Wanted" advertisement in the classifieds, to the arrival of a new hire, to their first delegated assignment, to the first pay cheque you write, all the way through training, promotion, resignation, retrenchment and dismissal; you are practising HR Management (HRM). Perhaps not knowingly, certainly not formally, and, most likely only occasionally; nevertheless, HRM, in one of its countless guises, it most certainly is...

With our easy-to-use, legally compliant and automated HR system, you can avoid costly CCMA cases or having to pay a compensation for wrongful dismissal. At last, you can rest assured that your biggest asset – your employees – are taken care of.

[Third Party Payments]

- With our Third Party Payments Module, any company deductions or contributions can now automatically be paid over to the relevant company with the click of a button.

- No more manual capturing required with a once-off beneficiary (third party) set up.
- You can eliminate human error and save valuable processing time as well as obtain a transaction listing report per employee and party.

[BI Payroll: Excel Reporting]

If you entrust Microsoft® Excel to share, present and analyse information, then this Module is for you. BI Payroll: Excel Reporting is a module that dynamically links to your payroll data, taking your business way beyond traditional reporting functionality, using the power of Microsoft® Excel.

Our standard, 'pre-set' reports save you time.

This module ships with more than 20 standard report formats such as a job costing report, year-on-year leave comparison report, leave taken listing, rate report, years of service listing, to name a few. The module retains amended spreadsheet layouts and makes them available for future use. These reports can be 'sliced and diced' according to your own unique requirements, with comprehensive graphical illustrations for easy analysis and reporting purposes.

End-user Empowerment.

If you retain and save the design of your spreadsheets, you will avoid having to re-format them every time you generate the Excel report.

Customised Reports.

You can customise the standard set of reports and templates, and even create new ones.

[Multiple Transactions Manager]

- Our Multiple Transactions Manager Module allows you to, for example, give the entire company an increase based on either a set value or a specific percentage and process a production bonus or commission by only using one screen.
- Over shutdown periods, putting your entire workforce on leave has never been this quick and easy.
- This module allows you to make global changes to any transaction within the payroll system to all, or a selection of employees.

10 REASONS WHY YOU NEED SAGE PASTEL PARTNER PAYROLL

1. Utilised by most Businesses in South Africa

More South African businesses utilise Pastel Payroll than any other Payroll software by far.

2. Seamless integration with Pastel Accounting

Sage Pastel Partner Payroll has the same look-and-feel as Sage Pastel Xpress and Partner Accounting, making the transition a natural progression.

3. It's easy-to-use and time saving

Sage Pastel Partner Payroll is easy-to-use, accurate, secure and ships with pre-defined sets of transactions to get your business up and running in minutes!

4. Sage Pastel Payroll is technologically advanced

Sage Pastel Partner Payroll is a true Microsoft® Windows-based Payroll package. With us you can print in a Microsoft® Word or Excel format and you can even e-mail payslips to individual employees in a secure PDF format.

5. Legally compliant

With our regular software updates, you will always comply with the latest Payroll legislation in your country.*

6. Free telephonic and e-mail support

With Sage Pastel Payroll, you will receive unlimited telephonic and e-mail support. Our context-sensitive help facility ('F1') is only a mouse click away.

7. Caters for the growth of your business

Sage Pastel Payroll is the ideal solution for any size and type of business and is available as a single-user product for the smaller company, or is scalable up to 10-users for larger companies and can accommodate an unlimited number of employees.

8. Payroll software with 'intelligent reporting' by utilising Microsoft® Excel

What do you get when you combine South Africa's leading Payroll software with Microsoft® Excel? A reporting tool that allows you to manipulate reports in order to make informed decisions. With 20 standard reports you can get a 360 degree view of your employee costs, allowing you to intelligently understand the composition of your Payroll using the power of Microsoft® Excel.

9. Backed by an extensive national support infrastructure

Sage Pastel has been the foundation of businesses for more than 21 years and has more than 1,200 active Channel Partners in over 16 countries.

10. Specialised Modules to cater for industry specific requirements

Our optional Modules offer powerful features and enhanced functionality, providing you with solutions specific to your Payroll processes and industry. These Modules include Human Resources, BI Payroll: Excel Reporting and Multiple Transactions Manager, Third Party Payments.

* For a list of countries whose legislation we cater for, please contact your International Liaison on +27 11 304 4253