

VIP PAYROLL

The leader in payroll & hr services



payroll & hr
solutions

For Africa

VIP PAYROLL

VIP Payroll is one of the leading developers, implementers and support providers of payroll and Human Resource management software for small to large organisations in Africa. VIP's software is used by more than 25 000 companies throughout Africa. VIP's high level of focus, keen understanding and in-depth knowledge of the payroll market has enabled us to provide customers with relevant and pragmatic solutions.

VIP is at the forefront of payroll and HR legislative changes and continually brings new and relevant technology to the market. This assists clients to comply with tax and labour requirements set out by local revenue authorities. VIP's ongoing performance and growing market share is underpinned by its superior service coupled with a user friendly application that is cost effective and reliable.

The VIP Way

At VIP we understand the importance of managing the most expensive form of resources, namely human capital. Over and above the importance of calculating salaries and paying staff correctly, VIP offers the company an unprecedented management tool. With years of experience in the HR and payroll market, VIP supplies the organisation with meaningful output to effectively make informed decisions. The integrity of the system is further enhanced by the backup of major auditing companies.

Our offering (combining products and services) optimises productivity and increases effectiveness through processes that save time and money.

VIP Payroll is recognised as a leader in the Payroll and HR management industry in Africa. Indeed, we are renowned for our quality offering as well as our in-depth knowledge of the payroll industry and the legislation that impacts on it.

Footprint

VIP's head office is based in Pretoria, South Africa with offices in the following centers:

Johannesburg, Cape Town, Durban, Port Elizabeth, Bloemfontein, Nelspruit, Gaborone, Windhoek.

VIP has a satellite office in Nairobi, Kenya focussing on East Africa.

VIP's has an Alliance Partner network throughout Africa who are responsible for local implementations and support in each country.

Surveys & Awards

In a survey done by leading market research company, Markinor, it emerged that 97 percent of our customers say that they will definitely recommend VIP as a payroll solution to others. The quality of our software and our product support received similar high ratings.

Additional Information

Should you require further general or product-related information, please contact the Africa sales desk on +27 (0)12 420 7241 or email us at SageVIP-Africa@vip payroll.co.za



VIP Payroll

Any size business that embraces new technology and values improved ways of optimising their payroll office will benefit from the VIP Payroll as it offers the client increased functionality. Our offering is synonymous with reliability and user-friendliness. This, coupled with specialised payroll consultants offering expert advice to users, makes VIP the logical choice.

Strong emphases are placed on providing the client with an application that supports their operational processes in line with guidelines determined by legislation. One of the key success factors in implementing the solution is the professional approach followed in converting a new client to VIP. Change management enjoys high priority and care is taken to get VIP fully functional in a reasonable amount of time.

Outline

Functionality wise all payroll functions are automatically embedded in the VIP software. The features in the system ensure that the client runs a streamlined and successful payroll office. The main design of the application centres around the real-time design of the system. This means that all input done is updated immediately, allowing the users to view the impact of changes straight away. In addition it empowers the client to do "what if" scenarios and print test payslips.

The user defined mathematical formulae are so powerful they enable the client to electronically calculate all earnings and deductions. Accurate tax calculations are automatically done on the system, thus reducing the risk to the client by ensuring the latest tax legislation is applied. The system caters for all legislative requirements as set out by local revenue authorities, Social Security etc.

Total cost for the employee, the department, cost centre, pay point, site or company is available at a glance either on-screen or in a report.

Integration

Uploads from Time and Attendance systems reduces manual input and mistakes. VIP has standard integrations to the Clock Card systems on the market. Electronic General Ledger interfaces reduce time spent on manual capturing of journals as well as easy balancing of accounts. VIP caters for electronic transfers of net salaries into staff's bank accounts using any of the major banks.

VIP Payroll is a fully integrated system offering HR and Employee Self Service solutions backed by Business Intelligence reporting.

Reporting and output management

Standard with the VIP Payroll system is a powerful report generator tool. The system is shipped with standard reports based on VIP's years of experience in the market. The purpose of these reports is to give the client instant access to their information in a real-time environment.

The system caters for all legislative reporting as required by each country's local revenue authorities. During the implementation reports are written for the user based on their company specific needs. Due to the user-friendly design of the system the client is also empowered to generate their own reports as needed.

Defining different African tax entities and companies

- The software configuration tool allows for all tax countries in Africa to be defined on VIP
- 999 different payroll entities or companies can be created
- System allows for different pay cycles eg weekly, bi-weekly and monthly
- Specific African country statutory reports printed through the Business Intelligence reporting solution.

Setline VIP Premier 3.0b
[Registration expires 2011/02/28 for Site Code U19205]
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Company No. & Name	Tax Tables for	Frequency	Date	Period	Type	Flags	All Empls
110-Zambia	Zambia	Monthly	2010/04/30	1 of 12	Live	None	0
111-Tanzania	Tanzania	Monthly	2011/07/31	1 of 12	Live	None	0
112-Malawi	Malawi	Monthly	2010/07/31	1 of 12	Live	None	0
113-Kenya	Kenya	Monthly	2011/01/31	1 of 12	Live	None	0
114-Ghana	Ghana	Monthly	2011/01/31	1 of 12	Live	None	0
115-Angola	Angola	Monthly	2011/01/31	1 of 12	Live	None	0
116-DRC	DRC	Monthly	2011/01/31	1 of 12	Live	None	0
117-Zimbabwe	Zimbabwe	Monthly	2010/01/31	1 of 12	Live	None	0
118-Nigeria	Nigeria	Monthly	2011/01/31	1 of 12	Live	None	0
119-Rwanda	Rwanda	Monthly	2011/01/31	1 of 12	Live	None	0
120-Uganda	Uganda	Monthly	2010/07/31	1 of 12	Live	None	0

Total Active Employees in all Live Companies: 0

Access control and security

- User login name and password
- Security settings are defined as per company policy and in line with international practices
- Parameters password expiry and renewal
- All activities are logged on an audit trail
- Access control ensures that only authorised individuals have access to secure information

Setline VIP Password Control

Minimum Password Length: 5

Characters Allowed in Password: Both Alpha AND Numeric Characters

Use the same Password again? Yes No

User cannot use same password: 5 times

Password Renewal after: 90 Days

Continue

Customised configuration

- User-defined company parameters like Earnings and Deductions give the client freedom to reflect their payslip details in one alternative language per company
- Mathematical formulae is used to calculate electronic payments of any overtime, hours worked, bonuses received, kilometers claimed etc.

Setline VIP 115 - Angola Earning Definition Screens 2011/01/31 (01 of 12)

No	Short	English	Aberante	Earning Type
01	Base	Fam'd Basic	Saldo Base	Basic Sal
02	Vencime	Basic Salary	Vencimento	Calculate
03	13th Cheq	13th Cheque	13o Mes	13th Bonus
04	Rambo	Reimbursive	Reembursivo	Not Calc.
05	OT 1.5	Overtime 1.5	Horas Extra 1.5	Hly Inpt
06	OT 1.75	Overtime 1.75	Horas Extra 1.75	Hly Inpt
07	OT 2.0	Overtime 2.0	Horas Extra 2.0	Hly Inpt
08	Comm	Commission	Comissao	Not Calc.
09	Leave Paid	Leave Paid Due	Fam's Pago	13th Inpt
10	Sev Pay	Severance Pay	Indemnizacao	Not Calc.
11	Back Pay	Back Pay	Retroactivos	Not Calc.
12	Transp	Transport Allow	Transporte	Not Calc.
13	Fam All	Family Allow	Abono Familiar	Calculate
14	Housing	Housing Allow	Sub-Acomodacao	Not Calc.
15	Unsp Lev	Unsp Leave	Fam's	13th Inpt
16	Notice	Notice Pay	Pagamento de Av	Not Calc.
17	Hul Pay	Holiday Pay	Holiday Pay	Not Calc.
18	13th Bon	13th Bonus	13o Mes Bonus	Not Calc.
19				
20				
21				
22				
23				
24				
25				
26				

Change Mode Close Reading

On-screen payslip display and Input screen

- An online payslip screen displays all income, deductions and company contributions to a staff member
- Input can be done through online payslip capturing or bulk input (batch processing)
- An online variance compare current pay period with previous pay period and year to date information
- Real-time display of nett salary, useful when recruiting new staff or addressing staff queries

The screenshot shows the 'Employee Payslip Screen' for Mr WJ Mutisya (Wily) at Kenya Coffee Co. The interface includes a menu bar with options like Summary, Earnings, Deductions, Pnks Tax, Co. Cont, and Salary Cost. Below the menu are two summary tables: 'EARNINGS SUMMARY' and 'DEDUCTIONS SUMMARY'. At the bottom, the 'Nett Salary' is displayed as 81386.20.

EARNINGS SUMMARY					DEDUCTIONS SUMMARY				
Desc	Current	Previous	YTD	YTD+	Desc	Current	Previous	YTD	YTD+
Fixed					PfYE	26792.00			26792.00
Salary	75000.00			75000.00	PfYE Ad				
Bonus					NISP	200.00			200.00
Rebnd					NHP	320.00			320.00
OT1.5	9098.20			9098.20	Pension				
OT2.0					MedAd				
Comm					Union				
Live P2					Loan	1000.00			1000.00
Sea Pay					Advance				
BackPay	25000.00			25000.00	Garnish				
Pension					Insuran				
Totals	109698.20			109698.20	Totals	28302.00			28302.00

Nett Salary: 81386.20

Employee information

- Record statutory employee Information as required by relevant African country
- Define language of payslip print
- Help functions are available for easy table lookup
- Choose payment facility eg cash, cheque, electronic transfers
- Payments can be made in local currency eg Tanzanian Schilling, US Dollars etc.
- Link employees to Departments, Paypoints, Projects, Sites, Cost Centers etc.

The screenshot shows the 'Change Basic Employee Information' screen for Mr WJ Mutisya (Wily). The form includes fields for personal details, emergency contact, and employee contact numbers. The 'Personal Details' section includes Title (Mr), First Name (Wambony), Surname (Mutisya), ID Number (8001814342242), Date of Birth (1980/01/01), Passport Number (54505056), and Language (English). The 'Emergency Contact Detail' section includes Name and Surname, Call Number, and Work Phone. The 'Employee Contact Numbers' section includes Call Number, Fax Number, Home Number, and Business Number.

Interfaces and integrations

- Banking interface links are created to submit nett salaries electronically into staff's bank accounts.
- General Ledger integration allows the company to allocate salary costs according to general ledger account codes and cost centers
- Electronic upload of hours worked minimize time consuming data capturing



Expandability

Linking the following VIP modules to the core system can greatly expand the functionality of the VIP System.

Leave Management Module

The VIP Leave Management Module manages your leave records effectively and is fully integrated with the VIP Payroll and Personnel History System.

- Define your company leave policy in conjunction with your payroll
- Useful reporting on leave transactions
- View leave details per employee
 - View leave reasons per employee
 - Leave balances are shown on the employee's Payslip Screen
 - Electronic upload from workflow approved leave transactions from Employee Self Service

No	Description	Unit	Ent	When	Recur	Yrs	Days	Value	Ex	Excess	Chng	Taken	Warn's	Due	Max Va	Relat	Typo	Eng	CD
01	Annual	Days	15.00	SuM	Y	1.00	DEng	100.0	%	01	Zero	None	Stop		99	N	A	0	N
02	Sick Leave	Days	30.00	SuC	Y	3.00	DEng		%	02	Zero	StdCyc	Warning		99	N	S	0	N
03	Family	Days	3.00	SuC	Y	1.00	DEng		%	03	Zero	Emp'n	Warning		99	N	F	0	N
04	Maternity	Days			Y				%	04	Zero	Never	No Warning		99	N	M	0	Y
05	Paternity	Days	5.00	SuC	Y	1.00	DEng		%	05	Zero	Never	Warning		99	N	P	0	N

Personnel History Module

The VIP Personnel History Module is fully integrated to the VIP Payroll System and contains comprehensive employee details that are required for Human Capital Management. Customised HR reports can be printed combining payroll and personnel history information. The system provides guideline information on various agreements, contracts and procedures that are required

in terms of South African legislation. Transactions can be printed or viewed on-screen. This provides the Human Resources Manager with accurate employee information. Functionality includes disciplinary actions, medical information, training, qualifications and many more.

Supplementary Screen

Ethnic Group: African

Passport No. 1: P23221222 **Expiry Date:** 2017/08/17

Country: South Africa

Passport No. 2: None **Expiry Date:** 0000/00/00

Country: None

Contract Number: A345555 **Expiry Date:** 2011/12/31

Union Number: None **Expiry Date:** 0000/00/00

Work Permit: Yes **Expiry Date:** 2011/12/31

Residential Permit: Not Applicable **Expiry Date:** 0000/00/00

Check Card Number: ER32221 **Date Issued:** 0000/00/00 **Expiry Date:** 0000/00/00

Security Clearance: [Dropdown] **Date Issued:** 0000/00/00 **Expiry Date:** 0000/00/00

Social Sec No: 554455111 **Telephone:** [Field]

Home Doctor: Dr. A Smith **Telephone:** [Field]

Religion/Church: [Dropdown] **Telephone:** [Field]

Blood Group: A Negative

Integrated Human Resources Options

The Human Resources Modules interlinks with the payroll application, providing the client with an easy to use tool to manage and administer comprehensive employee detail and organizational structure.

Softline VIP's Human Resources application consists of four different modules:

- Leave Management
- Training Development
- Personnel History

Managing Human Capital using VIP's Human Resources Modules

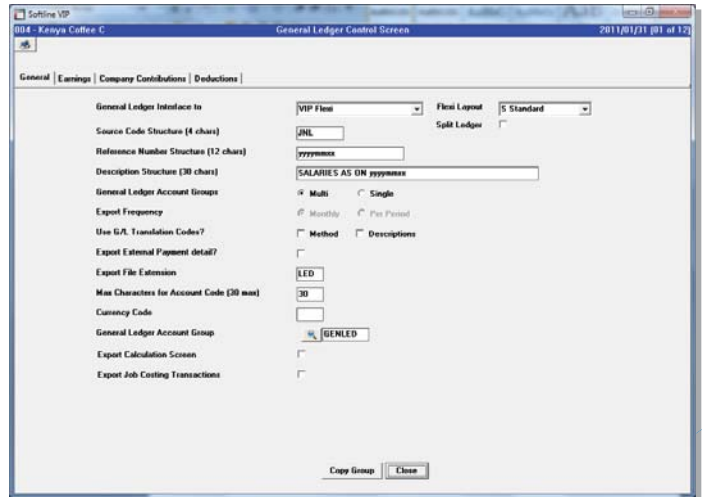
Functions include:

- Disciplinary Actions
- Grievance Procedures
- Occupational Injuries and Diseases claims
- Family and Next of kin details
- Skills and Training Development
- Staff Qualifications
- Head Counts
- Budgeting
- Organisational Charts using OrgPlus
- Assets/Items issued to staff

General Ledger Module

Balancing a salary journal is one of the most time consuming tasks in the payroll office. The VIP General Ledger interface will save you time and also allow you to allocate salary costs according to

General Ledger account codes and cost centres. Standard general ledger interfaces include Accpac, SAP, Pastel, Syspro etc.



Job Costing

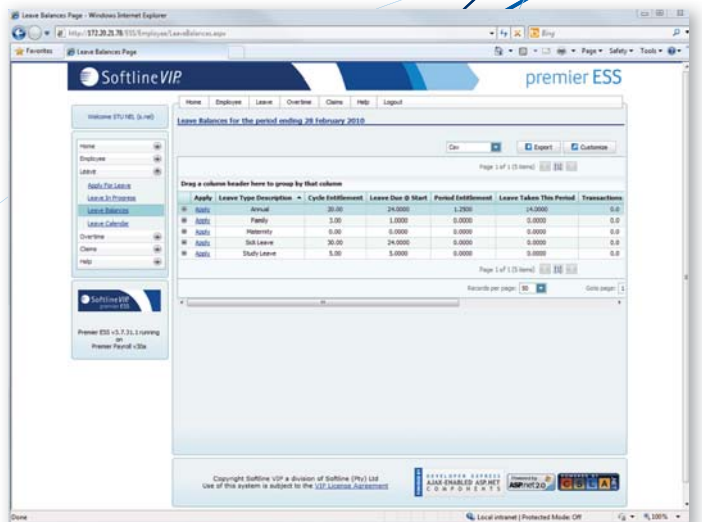
The Job Costing Module is designed to allocate labour costs to projects, different departments, etc. This means that if a certain employee works on more than one project or at more than one site in one pay period, it will be possible to allocate the cost of his labour with regard to how many hours were spent on which project or at which site.

Employee Self Service

Employee Self Service empowers staff to maintain their personal details, apply for leave and view Payslips and IRP5's in a paperless environment.

environment of managing staff, VIP's Employee Self Service Application has proven to be an asset in reducing labour intensive capturing of leave transactions and personal details.

VIP's Employee Self Service is a Web-based application that is fully integrated with VIP's Human Resources and Payroll System. In the ever-changing

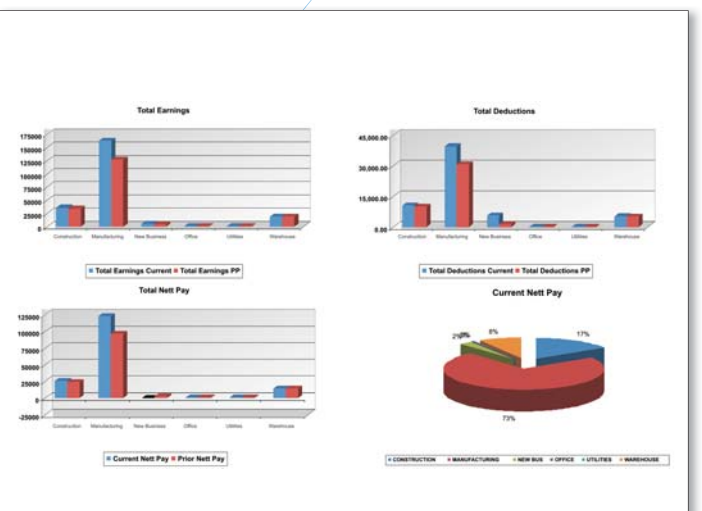


Business Intelligence Manager

VIP Business Intelligence Manager (BIM) is a licenced module which forms part of the integrated suite of VIP products. This reporting solution uses the power of MS Excel as a report writing tool, providing meaningful insight and interpretation of your VIP data.

of Payroll applications. Users are provided with a standard set of Reports that can be modified or customised to suit individual user requirements or create their own reports.

VIP BIM is an MS Excel rendered Business Intelligence (BI) plug-in to the VIP suite



Example - Payslip

Kenya Coffee Company
 21 Main Street Industrial Office Park Unit 5
 EMP. CODE: 001 DEPARTMENT: FIN PERIOD END DATE: 2011/01/31
 EMP. NAME: Mr WJ Mutisya PAYPOINT: NAIR DATE ENGAGED: 2010/01/01
 KNOWN AS: Willy JOB TITLE: Accountant ID NUMBER: 8001014342242

Kenya Coffee Company
 21 Main Street Industrial Office Park Unit 5
 EMP. CODE: 001 DEPARTMENT: FIN PERIOD END DATE: 2011/01/31
 EMP. NAME: Mr WJ Mutisya PAYPOINT: NAIR DATE ENGAGED: 2010/01/01
 KNOWN AS: Willy JOB TITLE: Accountant ID NUMBER: 8001014342242
 RATE/HOUR: 431.0345 PAY METHOD: ACB 632005 0041233224

EARNINGS	HOURS/UNITS	AMOUNT	DEDUCTIONS	HOURS/UNITS	AMOUNT	BALANCES
Basic Salary		75000.00	PAYE		47032.00	
Bonus		75000.00	NSSF		200.00	
Overtime 1.5	15.00	9698.28	NHIF		320.00	
Back Pay		25000.00	Pension		7500.00	
			Union		75.00	
			Loan		1000.00	9000.00

TOTAL EARNINGS 184698.28 TOTAL DEDUCTIONS 56127.00
 NET SALARY 128571.28
 Total Company Contributions 7592.35

Annual Leave due 11.2500

