



VIP Essentials Payroll

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Features:

- Accurate tax, UIF and SDL calculations (Emp201) - Automatic calculation of normal time, overtime and leave pay.
- Print professional payslips for each employee.
- Generate electronic IRP5's at the end of the tax year.
- Keep records of loans and garnishee orders.
- View payslip on screen before printing.
- Cash or cheque payments to employees.
- Electronic interface to bank system, e.g. Cash Focus.

Additional features:

- Password Control to ensure confidentiality.
- Statutory updates on your system are free and up to date with latest legislation.
- VIP provides training on the Essentials Software at any one of our branches throughout the country.

Advantages of VIP Essentials:

- Easy installation for the business entrepreneur or small business owner.
- Pre-defined company setup that can be used straight away.
- Load employee detail and pay your employees immediately.
- Focus on your business while we make sure all payroll legislation is up to date.

The Process

1. Maintenance of employees:

- Mandatory fields are colour coded when adding a new employee.
- Record statutory information as required by SARS.
- Employee information available at your fingertips.

2. Processing Input:

- View actual payslip on-screen.
- Pay employees weekly, bi-weekly or monthly.

3. Output - Payslips, Reports and IRP5's:

- Quick and easy printing of payslips with all the necessary information.
- Reports are printed e.g. EMP201 return for PAYE, UIF and SDL etc.
- Pre-printed laser stationery available from Softline VIP.
- Extensive tax year-end Reporting.
- Print statutory reports e.g. OID, RSC, etc.
- Produce electronic IRP5's on disk to submit to SARS.
- Pre-printed IRP5 stationery available from Softline VIP