

VIP PAYROLL

The leader in payroll & hr services



classic payroll

For small to medium businesses

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 South Africa. VIP's software is used by more than 25 000 companies throughout southern 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 the South African Revenue Service (SARS) and the Department of Labour. 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 southern 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

Softline VIP's head office is based in Pretoria with offices, training centers, consulting services and sales available in the following centers: Johannesburg, Cape Town, Durban, Port Elizabeth, Bloemfontein, Gaborone, Windhoek and Nairobi.

Satellite branches in Nelspruit, East London and George.

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 us on 0861 55 44 33 or e-mail us at info@vippayroll.co.za

classic payroll

VIP Classic is the perfect solution for clients with bigger operations than the one-man business. VIP Classic provides the same flexibility as larger systems but is aimed at the small to medium sector. This software offers a total solution to users.

The VIP Classic system provides one integrated solution for payroll and human resource management. The software is online and the real-time design ensures that payroll processing is faster and easier to use. VIP is compliant with all legislative and SARS requirements.

Outline

- View the actual payslip on-screen with online real-time input facility.
- No parameter codes - use company specific descriptions for earnings and deductions.
- Utilise user defined mathematical formulae for earnings and deductions and view updated payslip immediately.
- The Classic system is capable of 99 payrolls with unlimited employees and caters for bargaining councils such as MICFA, BIC, MTU and MIBFA. This includes reports in the required electronic and hard copy format.
- Total Cost at a glance - Weekly, monthly and year-to-date salary cost is immediately available on-screen and in reports.
- Accurate tax calculation for easy processing.
- Apply increases across the board by percentage or fixed amount and calculate back-pay based on different rates of pay.

- Managing Employee information - record statutory employee information as required by SARS. Use payroll masterfile fields to produce equity and skills reports. One screen is used to enter all personal information.

Reporting

- Standard reports (including OID, EMP 201, UIF and variance reports) as per SARS and the Department of Labour.
- Compare variances between current month and previous month's payroll.
- Sort reports according to company specific requirements.
- Third party payment reporting includes Garnishees, Insurance, Medical Aid, Pension Fund.
- Standard ODBC (Open Data Base Connectivity) functionality to generate reports in data applications such as Microsoft Word, Microsoft Excel and Crystal Report Writer.
- Full Audit trail.
- 12-Month Report indicating all employee financials over the last 12 months.
- Consolidate different payrolls into one report.
- VIP offers a powerful report writer for user defined requirements.

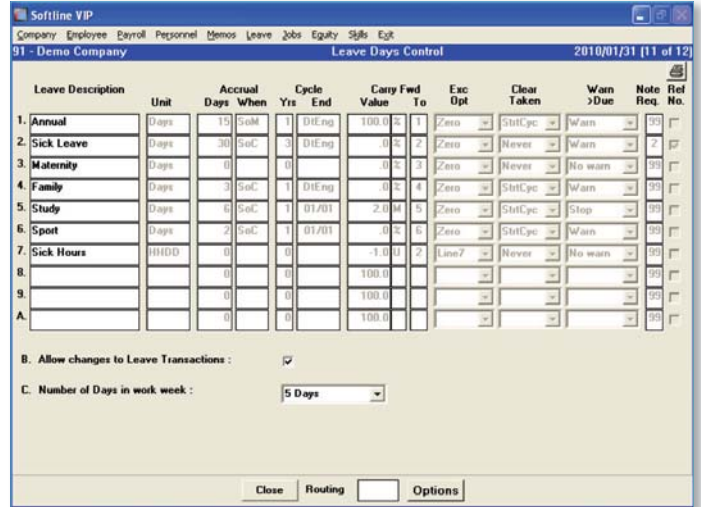
classic expandability

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

Leave Administration Module

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

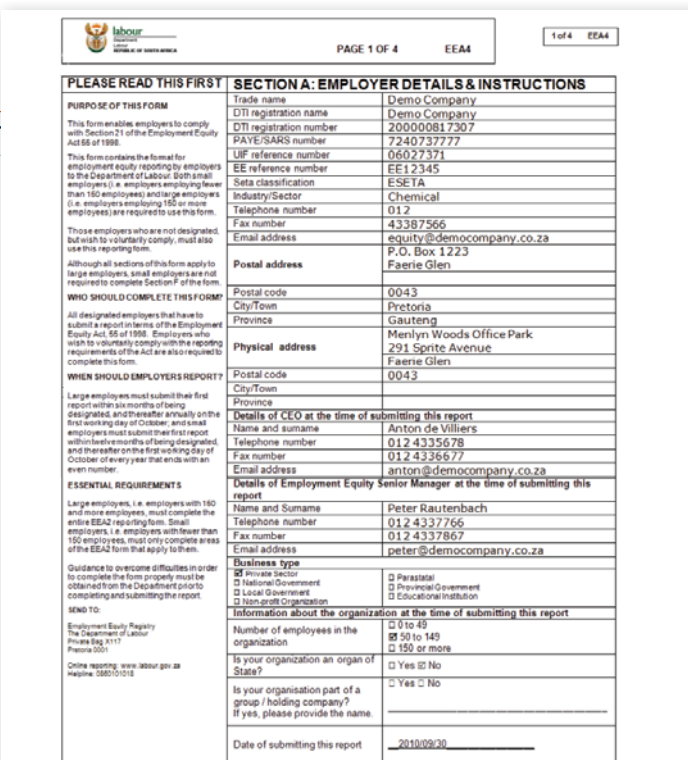
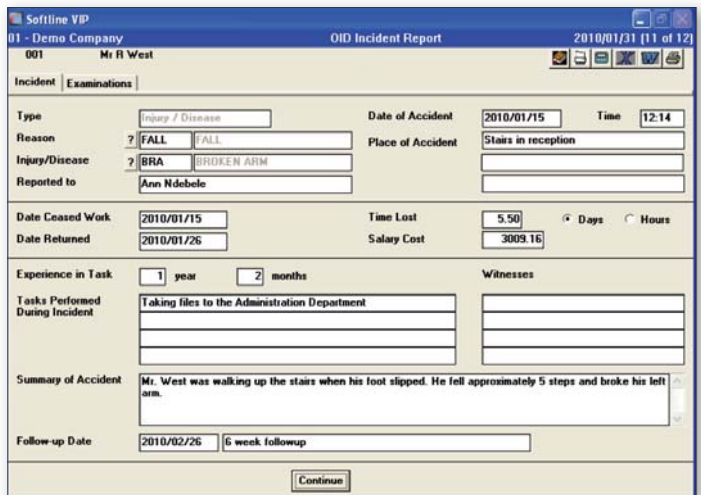
- Define your company leave policy in conjunction with your payroll
- Useful reporting on leave transactions
- View leave details per employee
- View leave reasons per employee
- Leave balances are shown on the employee's payslip screen



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, qualification and more.



Equity Module

The VIP Employment Equity Module provides fundamental guidelines relating to all aspects of Employment Equity required in terms of the latest South African legislation.

This Module provides step-by-step procedures for the successful implementation

of all aspects of Employment Equity in your company, the development of Numerical Goals and Targets, as well as the printing of all Statutory Equity Reports (EEA2 and EEA4) as required by the Department of Labour.

The VIP Employment Equity Module is fully integrated and up to date with the rest of the VIP products and contains complete employee details essential for the effective management of Employment Equity in your company.

Skills Module

The VIP Skills module is fully integrated with the rest of the VIP products and will assist companies in managing their Skills Development in a practical manner.

Capture:

- Planned training per employee
- Actual training with costs

Generate:

- Workplace Skills Plans automatically
- Actual Training Report

Allows you to record all details of training interventions. It includes Statutory Skills Reports as well as Skills Management reports to assist with the entire planning and monitoring process.

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

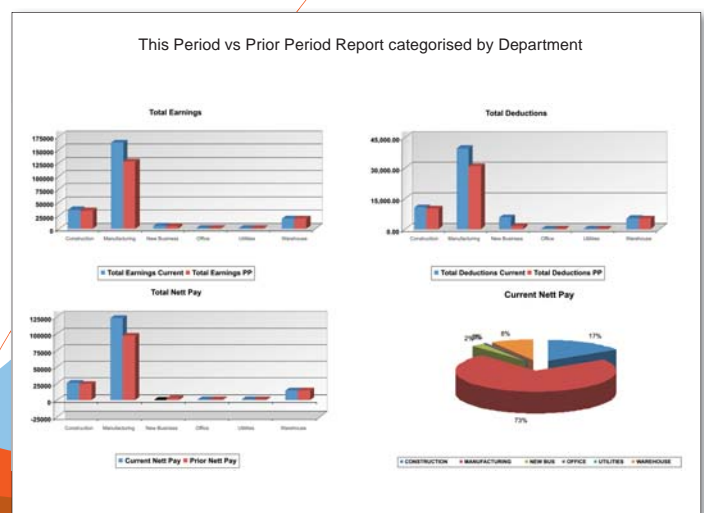
The Job Costing Module is designed to allocate labour costs to projects, different departments, etc. This means that if a certain employee works on more than one project or at more than one site in one pay period, it will be possible to allocate the cost of his labour with regard to how many hours were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

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.

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



classic expandability continued

InfoSlips

VIP InfoSlips is an interactive electronic document that offers recipients an improved Total Compensation Statement. InfoSlips integrate data from diverse sources outside the VIP Payroll system that can be attached, such as newsletters, travel claims, commission statements etc. Instead of printing a payslip, the InfoSlip data gets exported from the VIP Payroll system using the InfoSlip extract tool thus creating a tamper-proof Infoslip. Once exported,

the data is uploaded onto a secure website (https) from where the InfoSlips will be compiled and released to employees.

A Personal User Key (PUK) code and password are required to view the InfoSlip file. InfoSlip files are stored in a secure repository and are accessible at all times.

| ADDITIONAL INFO | EARNINGS | AMOUNT | DEDUCTIONS | AMOUNT | |
|-----------------------|--------------------|-------------------|---------------|------------------|----------|
| Q/T1.5 Hrs | 10.00 SALARY | 12 463.00 | PAYE | 3 899.37 | |
| Q/T2.0 Hrs | 10.00 TRAVEL | 3 333.33 | UIF | 124.78 | |
| | OVERTIME 1.5 | 1 922.72 | LOAN | 300.00 | |
| | OVERTIME 2.0 | 2 563.63 | RET ANNUITY | 1 500.00 | |
| BALANCES | | | | | |
| LOAN BALANCE | 4 000.00 | | | | |
| EMP YTD TOTALS | | | | | |
| TAXABLE EARN+CC | 175 072.45 | TOTAL EARNINGS | 20 282.68 | TOTAL DEDUCTIONS | 5 824.15 |
| TAXABLE PERKS | 40 206.00 | | | | |
| MEDICAL AID | 0.00 | | | | |
| PENSION FUND | 0.00 | | | | |
| PROVIDENT FUND | 0.00 | | | | |
| TAX PAID | 35 748.95 | | | | |
| CURRENT PERIOD | | | | | |
| TOTAL PERKS | 5 037.00 | | NETT PAY | 14 458.53 | |
| CO. CONTRIB. | 6 977.56 | | | | |
| Annual Lve: | Due@Start: 15 8669 | Allocated: 1 6667 | Taken: 0 0000 | Due@End: 17 3338 | |
| Sick Leave Lve: | Due@Start: 28 0000 | Allocated: 0 0000 | Taken: 0 0000 | Due@End: 28 0000 | |
| Adv Annual Lve: | Due@Start: 0 0000 | Allocated: 0 0000 | Taken: 5 0000 | Due@End: 3 0000 | |



VIP Services

Support

VIP Payroll users have access to excellent support services from VIP consultants. Support services include telephone, fax, email and on-site consultations charged at normal consulting rates.

Risk Management Consulting

With the world-wide increase in fraud and the resulting focus on Corporate Governance, there has been a growing demand for skilled assistance in areas of risk assessment, fraud prevention and fraud investigation and review.

Payroll fraud is often difficult to detect and will not only cost you money, but also damage the image and credibility of your company. It's a risk few companies can ignore. The VIP Risk Management Consulting team can empower your payroll management to help prevent payroll fraud.

Special Solutions

The Special Solutions department creates specialised solutions or reports for clients using (mostly) VIP Data.

Solutions are based on specific requests from clients and examples are:

- Automation of payroll office procedures such as the generation of input sheets for various departments / branches as well as the subsequent consolidation and import of the input data into the VIP System
- Graphic presentation of data such as graphs for the management of absenteeism
- The generation of UI19 Certificates
- The quarterly submission for Statistics South Africa
- Staff Movement
- Budgeting and Costing Reports
- Business Intelligence Manager (BIM): User can either write their own reports or VIP's Special Solutions Department can customise reports according to the client's specific needs.

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classic
payroll
and modules

Classic

Complete brochure collection

All you need to know about VIP Classic Payroll and its modules visit www.vippayroll.co.za

Training

Training provided by VIP Payroll is outcome based and empowers the user to run their payroll and HR system independently.

VIP Payroll training courses include basic, advanced and problem solving solutions aiming to assist the users of our software with their day-to-day responsibilities. Select from our wide variety of training products offered at any one of the 18 classrooms in South Africa, Namibia and Botswana.

Recruitment

The success of VIP's products has seen a tremendous growth in the demand for skilled Payroll administrators to manage VIP payroll solutions for companies. VIP Payroll assists companies to place employees skilled on the VIP system in temporary and permanent positions.

Due to South Africa's changing workplace environment, recruitment has become a major component of successfully managing a business.

VIP Payroll is uniquely placed to evaluate potential candidates in our Assessment Centre, where experienced VIP Consultants evaluate candidates' level of experience on the VIP system.

Example - Classic Payslip

| | | |
|--------------------------|---------------------------|-----------------------------|
| VIP Demo Company | EMP.CODE: 001 | PERIOD END DATE: 31/07/2010 |
| A Woodmead Office Park | EMP.NAME: Mr DM Underwood | DT ENGAGED: 01/09/2003 |
| 296 Woodmead Drive 2000 | KNOWN AS: Danny | ID NUMBER: 7112060104086 |
| DEPT: PROD PAYPOINT: JHB | JOB TITLE: Floor Manager | |

| | | |
|--------------------------|---------------------------|-----------------------------|
| VIP Demo Company | EMP.CODE: 001 | PERIOD END DATE: 31/07/2010 |
| A Woodmead Office Park | EMP.NAME: Mr DM Underwood | DT ENGAGED: 01/09/2003 |
| 296 Woodmead Drive 2000 | KNOWN AS: Danny | ID NUMBER: 7112060104086 |
| DEPT: PROD PAYPOINT: JHB | JOB TITLE: Floor Manager | |
| Rate per Hour 45.4545 | CO PAYE NR: 7240737777 | COMP UIF NR : 06027371 |
| HOURS/DAYS | EARNINGS | DEDUCTIONS |
| ----- | ----- | ----- |
| O/T 1.5 Hrs: 5.00 | Salary 8000.00 | Tax 963.66 |
| O/T 2.0 Hrs: 3.00 | Travel Allow 2000.00 | U.I.F. 124.78 |
| | Annual Bonus 6000.00 | Medical Aid 1000.00 |
| | Standby Allow 500.00 | Pension 480.00 |
| | Overtime 1.5 340.91 | Social Club 35.00 |
| | Overtime 2.0 272.73 | |

RSA 0861 55 44 33 | Gaborone (00267) 318 7445 | Windhoek (0026461) 226 572 | www.vippayroll.co.za

**Confidential
Payslip**

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