

VIP PAYROLL

The leader in payroll & hr services



essentials
payroll

For small businesses

Why use VIP Essentials?

VIP Essentials combines ease of use into a small, but powerful package. The software is ideal for the less complex payroll and for companies who employ less than 30 employees.

VIP Essentials provides you with all the information and options you require for an effective remuneration process with the added advantage of unlimited telephone support by highly qualified support consultants.

A payslip on-screen

The screenshot shows the 'Change Basic Employee Information' window for Employee 004. It includes fields for Title (Mr), First Name (David), Surname (Grobler), ID Number (7112060104086), Date of Birth (1971/12/06), and Passport Number (1971/12/06). It also has sections for Emergency Contact Detail and Employee Contact Numbers (Cell, Fax, Home, Business). The E-Mail Address is david.grobler@gmail.com.

- Buttons for quick reference to previous period payslip or year to date figures
- Tax accurately calculated from latest SARS tax tables
- Net salary adjusted real time as processing takes place

Advantages of VIP Essentials

- Easy installation for the business entrepreneur or small business owner
- Load employee detail and pay your employees immediately
- Focus on your business while we make sure all payroll legislation is up to date

The Information Screen

The screenshot shows the 'Information Screen' for Employee 004, Mr. D.R. Grobler (Dave). It displays a summary of Earnings Current Period and Deductions Current Period. At the bottom, it shows Earnings: 10189.22, Deductions: 1229.62, and Net Salary: 8959.60.

Earnings Current Period		Deductions Current Period	
Salary	8000.00	Tax	637.07
Travel	1250.00	U.I.F.	114.55
Commiss	234.67	Prov Fd	
O/T 1.5	454.55	Med Aid	250.00
O/T 2.0		Savings	
PI/Bon		Loans	
Subsist		Garnish	
Ann Bon		Canteen	125.00
Lve Pay		Fines	
Term Lv		Union	8.00
Absent		Advance	
Pool/Co		Parking	45.00
Tool		Sundry	
Standby	250.00	Phone	
Callout		Misc	
Kilomet		Uniform	50.00
Act/SH		Skills	
Allow		SDL	
		Lv/Prov	

Processing Input

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

Features of VIP Essentials

- Accurate tax, UIF and SDL calculations (Emp201)
- Automatic calculation of normal time, overtime and leave pay
- Print professional payslips for each employee
- Generate electronic IRP5s 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
- Interface to general ledger systems like Quickbooks, Pastel Accounting and Omni accounting.

Payslips, Reports and IRP5s

- Quick and easy printing of payslips with all the necessary information
- Reports are printed e.g. EMP201 return for PAYE, UIF and SDL etc.
- Extensive tax year-end Reporting
- Print statutory reports e.g. OID
- Fully compliant with SARS e@syFile
- Pre-printed laser stationery available from VIP
- Pre-printed IRP5 stationery available from VIP

A printed Payslip

The screenshot shows a printed payslip for Employee 001, D.R. Underwood, Bookkeeper. It includes details for the current period and year-to-date totals. The current period earnings are 6000.00 (Salary) and 1000.00 (Trv Allowance). Deductions include Tax (604.29), U.I.F. (78.74), and Medical Aid (500.00). The net pay is 5755.82.

Earnings		Deductions	
Salary	6000.00	Tax	604.29
Trv Allowance	1000.00	U.I.F.	78.74
Overtime 1.5	360.12	Medical Aid	500.00
Overtime 2.0	138.73	Loan	100.00
Loan Balance	1400.00	Provident Fund	360.00

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

Additional Features and Requirements

- Password Control to ensure confidentiality
- Statutory updates on your system are free and up to date with the latest legislation part of you Annual Licence fee