

## A new era in payroll processing

Imagine a payroll system you can access anywhere, anytime. Where you can comply with legislation, print payslips and IRP5s without messy paperwork and complicated calculations.

VIP did exactly that and developed an online payroll that is user-friendly and easily accessible, helping you to concentrate on your business and leave the nitty gritty of payroll to the experts. It is quick, easy and can be operated with limited payroll knowledge. All you need is an internet connection.

### Why online payroll software?

VIP Liquid Payroll does not require any IT infrastructure, up-front software cost or annual licence fees, reducing the cost of running your payroll. You only need an internet connection and valid email address to start using Liquid.

- There is no hassle of software installation. Just sign up, choose your earnings and deductions and start processing.
- Legislative updates are done for you, so you will always work on the latest version.
- All your payroll information is stored securely and backed up.
- It is easily accessible and always ready to use.

### How secure is it?

One of the basics of payroll is data security. Will your company and employees' information be safe?

All the information transferred over the internet by VIP Liquid Payroll is encrypted and stored on secure servers in a state-of-the-art data facility.

Your payroll data is backed up daily as well as with the roll over to each new payroll period. Backups are stored at alternative locations, ensuring that your data can be restored in the case of an emergency.

### Functionality

Liquid was developed keeping in mind the functional requirements of a small business. VIP Liquid Payroll is enhanced continuously to make life easier for our users.

- A quick start wizard will help you get started and load employees.
- All employee records are kept on the system.
- Pre-defined earnings and deductions are available, ensuring ease of use.
- UIF contributions will be automatically calculated and a submission can be made directly to the Department of Labour. No more manual UIF forms to complete.
- The system caters for the setup of all benefits (pension, provident, retirement annuities and medical aid), taking care of complex calculations on your behalf.
- You will be able to print professional payslips and IRP5s and import all tax certificate information into e@syFile.
- A variety of reports are available for use while processing and to print as month end reports.

### Pricing

No need to worry about high fees or any initial start up costs as everything is done online. You will be billed R15 (excluding VAT) per employee paid each month.

An invoice will be generated at the end of each month and you can view all your account information on Liquid at any time, making it easy to stay on top of your Liquid account.

### How do I get started?

- Sign up on our website at [www.vipliquidpayroll.co.za](http://www.vipliquidpayroll.co.za)
- You will receive an activation email and once you have activated your account, you're ready to start processing.
- A quick start wizard will guide you through the process to get you started.
- You are never alone - VIP Liquid Payroll is fully supported by dedicated consultants who will be ready to help you with any queries.

The screenshot displays the 'Employee Details' form for Donald Harris. The interface includes a navigation bar with 'EXPLORE' and '001 - Liquid Demo'. The form is divided into several sections: 'Personal Details' (Employee Code: ACS, Title: Mr, First Name: Donald, Surname: Harris, Date of Birth: 1970/05/01), 'Physical/Residential Address' (Unit Number, Complex Name, Street/Farm Name, Suburb/District, City/Town, Postal Code), 'Work Address' (Address Line 1, Address Line 2, Postal Code, City/Town, Postal Code), and 'Other Contact Details' (Email Address, Home Number, Work Number, Cell Number, Fax Number). There are also checkboxes for 'Default from residential address' and 'Default from company address'. At the bottom, there is an 'Employment Details' section with a date range and an 'End Employment' button.

### Employee details view

Capture the employee's personal details.

For product information, email [info@vipliquidpayroll.co.za](mailto:info@vipliquidpayroll.co.za)

For sales assistance, email [sales@vipliquidpayroll.co.za](mailto:sales@vipliquidpayroll.co.za)