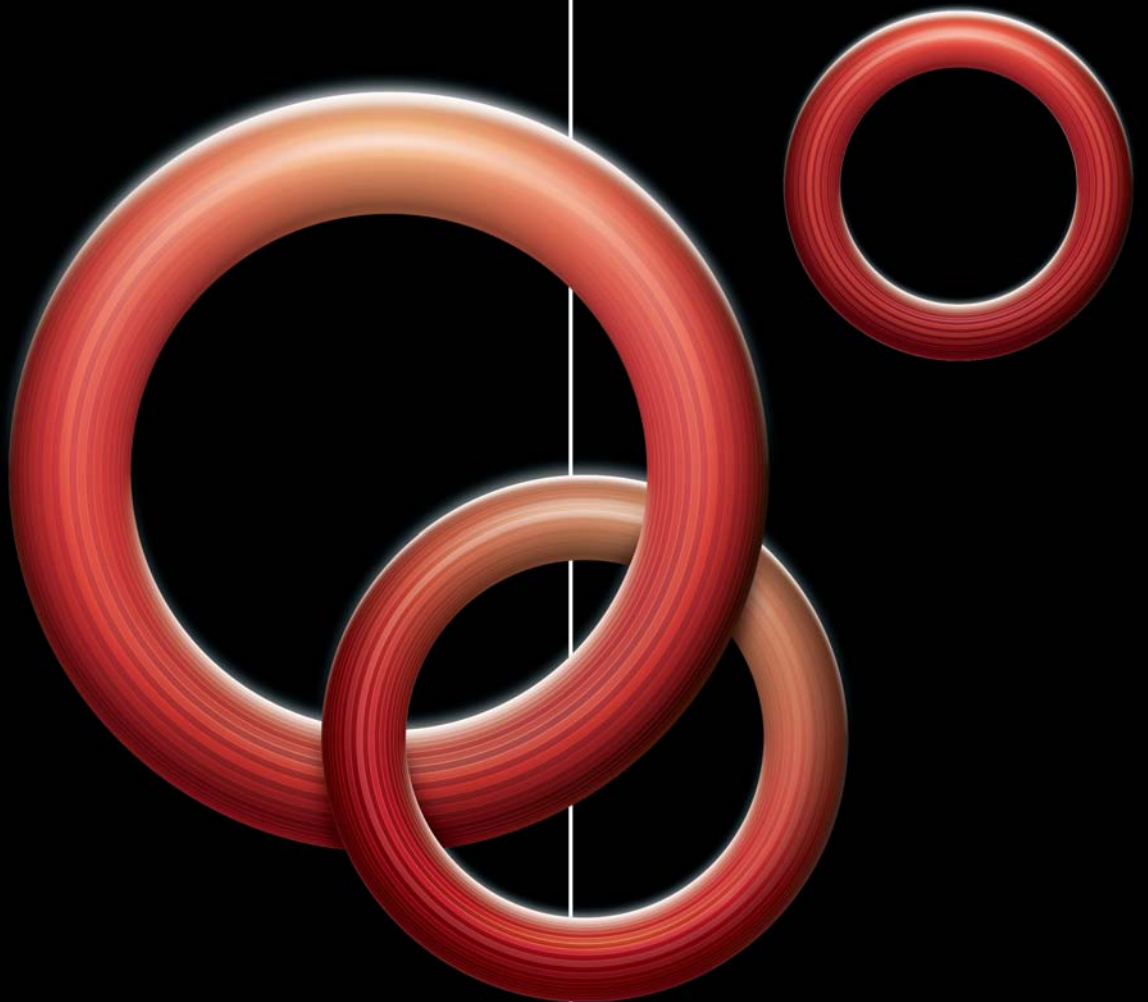


EASY TO USE. PAYROLL FOR ANY SIZE AND TYPE OF BUSINESS.

# PASTEL

# PARTNER

P A Y R O L L





# PAYROLL

## **EASY TO USE. PAYROLL FOR ANY SIZE AND TYPE OF BUSINESS.**

Pastel Partner Payroll provides you with an easy to use, accurate and secure payroll solution with all the features you need. It is the ideal solution for any size and type of business and ensures that your business is kept up-to-date and complies with the latest legislative requirements.

Pastel Partner Payroll is available as a stand-alone, single-user product for the smaller company, or is scalable up to 10-users for a larger company and can accommodate an unlimited number of employees. It caters for the full spectrum of requirements, from pre-defined, standard sets of transactions for less complicated payrolls, to more powerful and customisable features and functions for payrolls with more sophisticated requirements.

At Pastel Payroll, we believe in working smarter, not harder. Meeting your South African Revenue Services obligations every month takes considerable time and know-how. So, you'll appreciate Pastel Partner Payroll's easy, efficient processing ability. At the touch of a button, you'll comply with even the most complex of legislation. Our dedicated focus and specialist expertise is the reason why more businesses choose us as their preferred tax, HR and payroll partner. Let Pastel Payroll take your business **beyond payroll**.

## EASY TO USE. PAYROLL FOR ANY SIZE AND TYPE OF BUSINESS.

### COMPLIANT WITH SA LEGISLATION

- Pastel Partner Payroll caters for the calculation of pay for annual leave taken and notice pay according to the Basic Conditions of Employment Act (BCEA).
- Caters for many different types of tax calculation methods, e.g. periodic, average, directive, director's tax, etc.
- Annual tax table and regular statutory upgrades keep your payroll up-to-date with legislative changes.
- All statutory requirements, e.g. EMP201 and EMP501 returns, OID, SDL and UIF declarations are catered for.

### ASSISTANTS (WIZARDS)

- Pastel Partner Payroll has many Assistants (Wizards) which guide you through tasks of a non-repetitive nature, making these tasks simple and intuitive, e.g. the Setup Assistant, General Ledger Integration Assistant, Payroll Run Assistant, Period / Year-end Update Assistant and the Payslip Paper Style Assistant.
- Use the Setup Assistant to create a company in minutes, by answering a few simple questions and selecting your preferred date and formats. It's that easy!



### UNLIMITED SCOPE

- Unlimited earning and deduction types can be defined.
- Process weekly, fortnightly and monthly paid employees in the same company.
- Set up multiple user-defined fields for additional employee information (6 alpha-numeric fields, 12 numeric fields, 6 date fields, 6 Yes / No fields). These fields can be used in both formulae and lookup tables.
- Create multiple income, deduction, contribution and benefit transactions from pre-defined sets of transaction templates.
- Allows for multiple rates of normal and overtime pay.
- Use the Filter facility to select the required employees and generate reports by employee code, pay frequency, cost centre, job code, etc.
- Use the Batch Processing facility to electronically import recorded hours from clock-card systems, directly updating the payslip.
- Customise your transaction templates by setting up your own formulae and creating lookup tables.

| Variable | Source             | Field                                 | Test Value |
|----------|--------------------|---------------------------------------|------------|
| A        | Calculation Totals | 02 - Weeks per Month - Constant       | 0.0000     |
| B        | Transactions       | 2000 - Provident Fund Fixed Percentag | 0.0000     |
| C        | Transactions       | 5300 - Commission - Period Value      | 0.0000     |
| D        | Transactions       | 5000 - Basic Salary - Period Value    | 0.0000     |
| E        |                    |                                       | 0.0000     |
| F        |                    |                                       | 0.0000     |
| G        |                    |                                       | 0.0000     |
| H        |                    |                                       | 0.0000     |
| I        |                    |                                       | 0.0000     |

| Condition | Calculation              | Exit                     | Result | Test Result |
|-----------|--------------------------|--------------------------|--------|-------------|
| C<=7000   | (7000-D)*12/52*(B/100)/A | <input type="checkbox"/> | R1     | 0.0000      |
| C<7000    | (C+D)*12/52*(B/100)/A    | <input type="checkbox"/> | R2     | 0.0000      |
| C<0       | (0+D)*12/52*(B/100)/A    | <input type="checkbox"/> | R3     | 0.0000      |
|           |                          | <input type="checkbox"/> | R4     | 0.0000      |
|           |                          | <input type="checkbox"/> | R5     | 0.0000      |
|           |                          | <input type="checkbox"/> | R6     | 0.0000      |
|           |                          | <input type="checkbox"/> | R7     | 0.0000      |
|           |                          | <input type="checkbox"/> | R8     | 0.0000      |
|           |                          | <input type="checkbox"/> | R9     | 0.0000      |
|           |                          | <input type="checkbox"/> | R10    | 0.0000      |

### PASSWORD CONTROL

- Set up multi-user access with various password restriction levels.

## SIMPLE, QUICK AND EASY TO USE

- All the transactions you require are already created for you upon installation.
- Capture payslip data in a batch format or process the payslips in 'realtime' mode with live on-screen calculations.
- Quick and easy termination or reinstatement of employees.
- An on-screen Status Bar indicates which period your payroll is currently in.
- Quickly set up new employees by linking them to a pre-defined employee profile that automatically populates their standard transaction information.

- Allows you to link all employee information such as CV's, letters of employment, disciplinary letters, schedules, etc. Notes can also be linked to external documents such as Spreadsheets. Assign an action date to each note, and print 'to-do' lists based on these action dates.
- Adding a new employee is easy, fast and intuitive, with our validations guiding you through all the statutory fields that need to be completed.
- Store relevant information, such as photographs of your employees for easy identification.

## PROCESSING

- Perform 'what-if' payslip calculations on-screen.
- Process by exception - you only need to enter pay and/or deduction information when there are changes, e.g. overtime.
- Process and print payslips for groups or for selected employees.
- Affect global changes for employees linked to a specific profile, eliminating the need to adjust each individual payslip periodically.
- Control employee loans with automatically calculated interest on outstanding balances.
- Supports fifth week or third fortnight payroll processing.
- Records and accumulates shifts worked.

## PAYSLIPS

- Pastel Partner Payroll automatically calculates all the income, deductions and company contributions according to your requirements.
- View the payslip with the net salary on-screen before you print cheques and generate electronic bank transfer files.

| Tran Code                 | Job Code | Cost Centre | Processing Period | Quantity | Rate | Amount    | Override | Balance  | MTD Amount | YTD Amt |
|---------------------------|----------|-------------|-------------------|----------|------|-----------|----------|----------|------------|---------|
| 5000                      |          |             |                   |          |      | 10,725.00 |          |          | 0.00       | 0       |
| 5501                      |          |             |                   |          |      | 1,000.00  |          |          | 0.00       | 0       |
| 6026                      |          |             |                   |          |      | 600.00    |          |          | 0.00       | 0       |
| 6170                      |          |             |                   |          |      | 0.00      |          |          | 0.00       | 0       |
| 6172                      |          |             |                   |          |      | 330.00    |          |          | 0.00       | 0       |
| 6174                      |          |             |                   |          |      | 0.00      |          |          | 0.00       | 0       |
| 7003                      |          |             |                   |          |      | 723.30    |          |          | 0.00       | 0       |
| 8000                      |          |             |                   |          |      | 210.00    |          |          | 0.00       | 0       |
| 8001                      |          |             |                   |          |      | 1,121.26  |          |          | 0.00       | 0       |
| 8045                      |          |             |                   |          |      | 116.95    |          |          | 0.00       | 0       |
| 8045                      |          |             |                   |          |      | 116.95    |          |          | 0.00       | 0       |
| 9050                      |          |             |                   |          |      | 300.00    |          |          | 0.00       | 0       |
| 9100                      |          |             |                   |          |      | 0.00      |          |          | 0.00       | 0       |
| 9150                      |          |             |                   |          |      | 168.36    |          |          | 0.00       | 0       |
| <b>Basic Salary</b>       |          |             |                   |          |      |           |          |          |            |         |
| <b>Total Gross Income</b> |          |             |                   |          |      | 11,725.00 |          |          |            |         |
| <b>Total Deductions</b>   |          |             |                   |          |      |           | 2,171.11 |          |            |         |
| <b>Total Net Pay</b>      |          |             |                   |          |      |           |          | 9,553.89 |            |         |

- In addition to Pastel Partner Payroll's standard facility that enables you to e-mail secure password-protected payslips to your individual employees, you also have the option to utilize our bulk emailing facility.
- You are able to email groups of payslips to a specific employee, manager of a cost centre or paypoint, a specific contact in your Microsoft® Outlook address book or any specific Payroll user.
- Payslips can then be printed onto our professional pre-printed and confidential stationary at remote destinations instantaneously and distributed to the individual employees, saving you money on postage; with peace of mind that the payslips will never fall into the wrong hands.

## ENHANCED HELP FACILITIES

- An online, context-sensitive Help Facility is available with detailed explanations of each function or field.
- The on-line legislative Help File details all the statutory requirements for your payroll.

## GENERAL LEDGER INTEGRATION

- Generate payroll and cashbook journals for seamless General Ledger integration with Pastel Xpress and Partner Accounting as well as most other accounting packages.
- Integrate by expense account and / or cost centre.

## PROVIDES FLEXIBILITY

- Process special payroll runs such as commissions, bonus payouts, back-pay, etc.
- Process payslips for individuals or for groups of employees at any time, using the Employee Filter option.
- Customise payslips, cheques and labels with the user friendly 'drag & drop' Forms Designer feature, e.g. insert your company logo onto your payslip.
- Define your coinage denominations for cash payments.

## REPORTING

- Output reports to screen, printer, Microsoft® Word and Excel, PDF or HTML.
- Option to preview payslips on-screen before the final payroll calculation is done.
- Print an audit trail of any changes to masterfile information.
- Print transaction history reports for any period.
- Print coinage analysis for defined cash payout denominations.
- Generating reports is made easy with an advanced filter function to select the relevant employees for the report.
- Print each employee's payslip in any of the 11 official languages or set it up to print your payslips in the language of your choice.
- Reprint payslips for previously processed periods.
- Record all the necessary information fields for complete Employment Equity Reporting as required by the Department of Labour.

## LEAVE PROCESSING

- Automatic accrual of annual leave days due with detailed leave records for all leave types on an annual, daily or hourly basis.
- Calculate the number of leave days by automatically excluding non-working days in the leave period.
- Automatic leave payout on termination of employees.

## OPTIONAL MODULES

These modules are sold individually and are subject to an annual licence fee, which covers all legislative and product upgrades, as well as telephonic and e-mail support.

## BI PAYROLL: EXCEL REPORTING

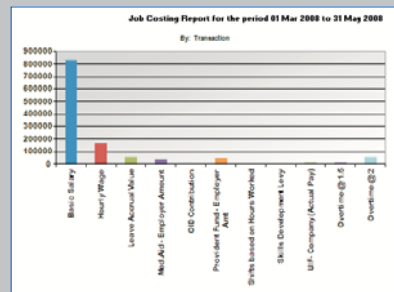
What do you get when you combine South Africa's leading Payroll software with Microsoft® Excel? A reporting tool that allows you to manipulate reports in order to make improved business decisions.

If you entrust Microsoft® Excel to share, present and analyse information, then this module is for you. BI Payroll: Excel Reporting is a module that dynamically links to your payroll data, taking your business way beyond traditional reporting functionality, using the power of Microsoft® Excel.

Our standard, pre-set reports save you time.

This module ships with more than 20 standard report formats such as a job costing report, year-on-year leave comparison report, leave taken listing, rate report, years of service listing, to name a few. The module retains amended spreadsheet layouts and makes them available for future use. These reports can be 'sliced and diced' according to your own unique requirements, with comprehensive graphical illustrations for easy analysis and reporting purposes.

| Employee Code | Transaction      | Transaction Description       | Cost Centre | Job Code | Current Period | Year To Date |
|---------------|------------------|-------------------------------|-------------|----------|----------------|--------------|
| ALL-003       | Co. Contribution | Leave Accrual Value           | 342         | None     | 308.61         | 0.00         |
|               |                  | Med.Aid - Employer Amount     | 342         | None     | 450.00         | 750.00       |
|               | Income           | Provident Fund - Employer Amt | 342         | None     | 600.00         | 1 000.00     |
|               |                  | U.F. - Company (Actual Pay)   | 342         | None     | 224.78         | 250.00       |
| AIT-001       | Co. Contribution | Leave Accrual Value           | 342         | None     | 10 050.00      | 25 000.00    |
|               |                  | OverTime @ 2                  | 342         | None     | 51 274.00      | 0.00         |
|               | Income           | Shifts based on Hours Worked  | 342         | None     | 0.00           | 0.00         |
|               |                  | Leave Accrual Value           | 333         | None     | 308.61         | 0.00         |
| ARH-001       | Co. Contribution | Med.Aid - Employer Amount     | 333         | None     | 450.00         | 750.00       |
|               |                  | Provident Fund - Employer Amt | 333         | None     | 600.00         | 1 000.00     |
|               | Income           | U.F. - Company (Actual Pay)   | 333         | None     | 150.00         | 250.00       |
|               |                  | Basic Salary                  | 333         | None     | 10 050.00      | 25 000.00    |
| ARU-001       | Co. Contribution | Shifts based on Hours Worked  | 333         | None     | 0.00           | 0.00         |
|               |                  | Leave Accrual Value           | 321         | None     | 0.00           | 0.00         |
|               | Income           | Shifts based on Hours Worked  | 345         | None     | 308.61         | 0.00         |
|               |                  | Med.Aid - Employer Amount     | 345         | None     | 450.00         | 750.00       |
| BAL-001       | Co. Contribution | Provident Fund - Employer Amt | 345         | None     | 600.00         | 1 000.00     |
|               |                  | U.F. - Company (Actual Pay)   | 345         | None     | 150.00         | 250.00       |
|               | Income           | Basic Salary                  | 345         | None     | 10 050.00      | 25 000.00    |
|               |                  | Shifts based on Hours Worked  | 345         | None     | 0.00           | 0.00         |
| RAI-003       | Co. Contribution | Leave Accrual Value           | 320         | None     | 308.61         | 0.00         |
|               |                  | Med.Aid - Employer Amount     | 320         | None     | 450.00         | 750.00       |
|               | Income           | Provident Fund - Employer Amt | 320         | None     | 600.00         | 1 000.00     |
|               |                  | U.F. - Company (Actual Pay)   | 320         | None     | 150.00         | 250.00       |
| RAI-003       | Income           | Basic Salary                  | 320         | None     | 10 050.00      | 25 000.00    |
|               |                  | Shifts based on Hours Worked  | 320         | None     | 0.00           | 0.00         |



## BI PAYROLL: EXCEL REPORTING (CONTINUED)

### End-user Empowerment.

If you retain and save the design of your spreadsheets, you will avoid having to re-format them every time you generate the Excel report.

### Customised Reports.

You can customise the standard set of reports and templates, and even create new ones.

## EMPLOYEE SELF SERVICE

The Employee Self Service Module is a self service tool enabling employees to manage and maintain their own information online. It provides employees with a user-friendly means of streamlining payroll and HR administration, while at the same time improving communications with department heads, administrators and management.

It enables employees to make on-line applications for leave, salary advances, loans, bursaries or any other business application. Employees can now view their previous payslips, update personal information, submit their travel claims, download HR related documentation and so much more on a real-time basis.

**PASTEL PAYROLL**  
EMPLOYEE SELF SERVICE

Welcome, Glendal

Home Submit New Form Leave Request

Document Attachments Leave

Leave Type

Annual Leave  
 Sick Leave

Begin leave on 1 Oct 2008 Half Day's Leave

Last day of leave 1 Oct 2008

Leave Class Requesting 0.5

First day reporting back to work 9 Oct 2008

Employee Surname Graham

Accumulated leave due (days) 1.55

on 30/10/2008

Remarks

Submit

Using basic workflow techniques, the system will automatically forward an employee's request to their direct manager or a designated employee who in turn can either approve or decline the request, the employee being electronically kept up to date with the progress of their request.

This module breaks down distance barriers by optimising web technology and is ideal for companies with remote branches or with reps on the road.

## SALARY STRUCTURING

- Our Salary Structuring Module offers you amazing new functionality to calculate individual employees' remuneration packages. It is like having a Salary Structuring Assistant!
- This module simplifies the complicated task of structuring a Total Cost To Company remuneration package, according to the employee's letter of appointment. By simply entering the total package value and various package components, Pastel Payroll will calculate the value of the remaining Cash Component and update the employee's payslip with the structure you define. Alternatively, make use of the Nett to Gross Package calculation to accurately determine the Gross Basic Salary required to ensure the employee receives an agreed Nett Pay amount in each pay packet.

- The Salary Structuring Module offers 8 brand new calculators to assist you with the quick calculations of various allowance and fringe benefit values. Based on information provided by your employees, you can now calculate an accurate value for Travel Allowances or the taxable benefit value of a Company Vehicle without having to understand or refer back to any of the complicated rules and regulations required by legislation.

Edit Person "(0001) John Brown - Employee"

Personal Details

Performance Reviews

| Performance Review    | Date Held  | Total Weight | Total Score | Rating    | Type | Next Review Date |
|-----------------------|------------|--------------|-------------|-----------|------|------------------|
| SALES PERFORMANCE REV | 2009/01/12 | 200          | 167         | Excellent |      | 2009/06/01       |
| SALES PERFORMANCE REV | 2009/01/14 | 210          | 163         |           |      | 2009/02/28       |
| SALES PERFORMANCE REV | 2009/01/14 | 0            | 0           |           |      | 2009/01/14       |

Add Person Performance Review Record

Detail Performance Review Scorecard Documents

| Key Performance Area        | Key Performance Indicator | Weight | Score |
|-----------------------------|---------------------------|--------|-------|
| SALES TARGETS               | ESS SALES                 | 10.00  | 5.00  |
| SALES TARGETS               | EVOLUTION SALES           | 40.00  | 38.00 |
| SALES TARGETS               | NETPAY SALES              | 10.00  | 6.00  |
| SALES TARGETS               | PARTNER SALES             | 40.00  | 30.00 |
| COMPANY VALUES              | ACCOUNTABILITY            | 20.00  | 18.00 |
| COMPANY VALUES              | HONESTY                   | 30.00  | 14.00 |
| COMPANY VALUES              | INTEGRITY                 | 20.00  | 12.00 |
| COMPANY VALUES              | RESPECT                   | 20.00  | 19.00 |
| COMPANY VALUES              | TRUST                     | 20.00  | 17.00 |
| STAFF MANAGEMENT            | TIME MANAGEMENT           | 10.00  | 6.00  |
| Select a Key Performance... |                           | 0.00   | 0.00  |

Add... Delete... Totals: 210.00 165.00

OK Cancel

## THIRD PARTY PAYMENTS

- With our Third Party Payments Module, any company deductions or contributions can now automatically be paid over to the relevant company with the click of a button.
- No more manual capturing required with a once-off beneficiary (third party) set up.
- You can eliminate human error and save valuable processing time as well as obtain a detailed transaction listing report per employee and party.

## INDUSTRIAL COUNCIL COMPLIANCE

- Pastel Partner Payroll caters for various Industrial Councils.
- This module will even provide you with the ability to generate the applicable Industrial Council's electronic submission files.
- Now you no longer have to manually complete the Industrial Council reports. Simply generate the submission file and e-mail it to the applicable Industrial Council at the click of a button.
- This way you are ensured that all your calculations are correct the first time around, eliminating the chance of data-capture errors!

## MULTIPLE TRANSACTIONS MANAGER

- Our Multiple Transactions Manager Module allows you to, for example, give the entire company an increase based on either a set value or a specific percentage and process a production bonus or commission by only using one screen.
- Over shutdown periods, putting your entire workforce on leave has never been this quick and easy.
- This module allows you to make global changes to any transaction within the payroll system to all, or a selection of employees.

## EASY TO USE. PAYROLL FOR ANY SIZE AND TYPE OF BUSINESS.

Pastel has been a trusted name in payroll and accounting software since 1989.  
Join the mainstream and let us take your business way beyond payroll.

### NEED A GOOD REASON TO CHOOSE PASTEL PAYROLL?

#### HERE'S A FEW

- 9 out of 10 Accountants recommend Pastel.
- Pastel is a leading South African brand.
- Backed by an extensive national service and support infrastructure.
- More businesses use Pastel Payroll than any other payroll package.
- True 32-Bit Microsoft® Windows-based payroll package.
- Caters for the growth of your business - add as many employees as you need.
- It's easy to use.
- Ships with pre-defined sets of transactions to get you up and running in minutes.

#### RELY ON PASTEL PAYROLL AND ENSURE YOUR BUSINESS COMPLIES WITH SA LEGISLATION:

- Employment Equity Act
- Unemployment Insurance Fund Act
- Income Tax Act
- Basic Conditions of Employment Act
- Skills Development Act
- Occupational Injuries and Diseases Act

This software is sold subject to an annual licence fee which covers all legislative upgrades as well as telephonic and e-mail support.

#### PASTEL PRODUCT RANGE FAMILY TREE

| PRODUCT              | BUSINESS ENVIRONMENT  | PARAMETERS   |
|----------------------|---|--|
| MicrOpay             | Start-up businesses<br>Uncomplicated Payroll environment  | Up to 5 employees<br>Single user<br>Single company   |
| Partner Payroll      | Small, medium and large businesses  | From 10 up to unlimited employees<br>Single user (upgradeable)<br>Multi company                                  |
| Evolution Payroll    | Medium to large-size businesses   | From 1 to 250+ users (pre-defined user-breaks)<br>Single user (upgradeable)<br>Multi company                     |
| Invoicing            | Start-up businesses<br>Simple invoicing requirements  | Single user<br>Multi company   |
| My Business          | Small businesses<br>Simple Customer, Supplier and Item quantities, with income and expenses through bank accounts | Single user<br>Multi company   |
| Xpress Accounting    | Small businesses<br>Uncomplicated accounting environment  | From 1 to 3 users<br>Multi company   |
| Partner Accounting   | Small to medium-size businesses   | From 1 to 20 users<br>Business specific range of integrated add-on modules                                       |
| Evolution Accounting | Medium to large-size businesses   | From 1 to 250+ users (pre-defined user-breaks)<br>Extensive business specific range of integrated add-on modules |

#### PASTEL PARTNER PAYROLL RANGE

##### PASTEL PARTNER PAYROLL CATERS FOR COMPANIES WITH:

|                     |                    |
|---------------------|--------------------|
| 1 - 10 employees    | 1 - 500 employees  |
| 1 - 25 employees    | 1 - 750 employees  |
| 1 - 50 employees    | 1 - 1000 employees |
| 1 - 100 employees   | 1 - 1500 employees |
| 1 - 150 employees   | 1 - 2500 employees |
| 1 - 250 employees   | 1 - 5000 employees |
| unlimited employees |                    |

#### SYSTEM REQUIREMENTS

##### Workstations or Stand-alone machines:

###### Minimum hardware requirements

Pentium III 1GHz Processor, Microsoft® Windows 2000, XP or Vista, 512MB RAM, Screen resolution of 1024 X 768

###### Recommended hardware requirements

Pentium IV 2.0 GHz Processor, Microsoft® Windows 2000, XP or Vista, 1GB RAM, Screen resolution of 1024 X 768

##### Server machines (for network environments and multi-user systems):

###### Minimum hardware requirements

Pentium IV 2.0 GHz Processor, Microsoft® Windows 2000 or 2003 Server, Windows XP, Windows Vista, 1GB RAM, Screen resolution of 1024 X 768

###### Recommended hardware requirements

Pentium IV 3.0 GHz Processor or higher, Microsoft® Windows 2000 or 2003 server, Windows XP, Windows Vista, 2GB RAM, Screen resolution of 1024 X 768, additional 256MB RAM for each user

For more information call your local Pastel representative or contact Softline Pastel Payroll:  
JHB +27 11 304 4100 CPT +27 21 680 9000 DBN +27 31 537 7100 [www.pastelpayroll.co.za](http://www.pastelpayroll.co.za) [info@pastelpayroll.co.za](mailto:info@pastelpayroll.co.za)

 Softline *PASTEL*<sup>®</sup>  
PAYROLL  
beyond payroll