

PASTEL | EVOLUTION
H R & P A Y R O L L

Payroll & HR



Easy-to-use and legally compliant Payroll & HR software.

PASTEL | EVOLUTION

HR & PAYROLL

Pastel Evolution Payroll & HR's enhanced functionality and powerful MS-SQL database will ensure that processing your Payroll takes on a new dimension. It is a powerful and legally compliant Payroll & HR package with Report Writer and Business Intelligence capabilities, making it a must for the serious payroll administrator. Pastel Evolution Payroll & HR not only offers a full integration into the Pastel Evolution Accounting ERP, but can also be used as a stand-alone solution.

Pastel Evolution Payroll & HR is available as a single-user product for the smaller company, or is scalable up to 250+ simultaneous users for the larger company.

With its comprehensive, pre-defined sets of transactions, you are guaranteed that your transaction setup is correct first

time around, allowing you to start processing straight away.

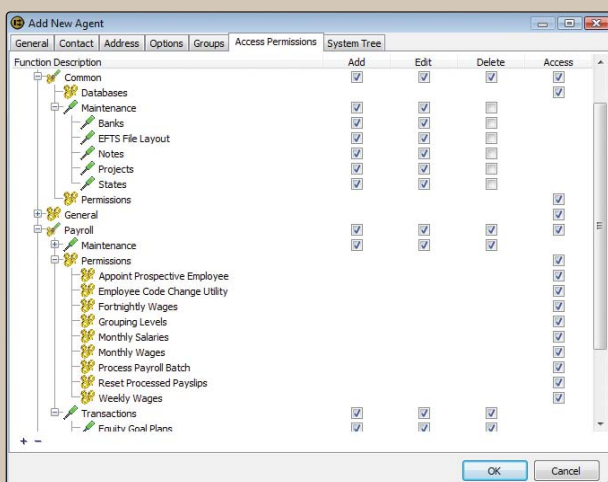
With our comprehensive online help facility, support is only a mouse click away, and if that is not enough, Pastel Evolution Payroll & HR is supported by our highly trained tax and payroll specialists.

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 Evolution Payroll & HR's easy, efficient and flexible processing ability. At the touch of a button, you'll comply with even the most complex of legislation.

Our dedicated focus and specialised expertise is why more business select us as their preferred Tax, Payroll and HR partner.

ACCESS CONTROL

- Agents have their own unique access rights, which are fully password controlled.
- You can set up groups for various types of agents.
- Agents can be set up to only have access to specific pay frequencies, i.e. Weekly Wages but not Monthly Salaries.
- Improved security features include forcing your users to change their password periodically, i.e. once a month.



EFTS BANK TRANSFER FUNCTIONALITY

Pastel Evolution Payroll & HR has built in Electronic Fund Transfer functionality, allowing you to create export files to integrate to all major banking software applications, which means no more waiting in lines or manual internet banking payments.

CLOCK CARD IMPORT FUNCTIONALITY

Pastel Evolution Payroll & HR allows you to easily import clock card export files, thus automating the processing of payslips by updating pay information such as the normal or overtime hours worked in a specific period.

PROSPECTIVE EMPLOYEES

The details of 'dummy' employees can be captured in order to plan a salary structure before appointing an employee. Should the employee be successful, you have the option of appointing the employee at the click of a button, without having to recapture all the information.

USER-DEFINED FIELDS

Pastel Evolution Payroll & HR supports the creation of your own user-defined fields on the Employee Maintenance screen, thus providing you with a platform to customise the system to your specific needs. These fields can easily be added to reports with our Report Writing facility.

INDUSTRIAL COUNCIL COMPLIANCE

Pastel Evolution Payroll & HR caters for the Metal Industry Benefit Fund Administrators (MIBFA). You have the ability to generate and e-mail the electronic submission file directly to MIBFA.

Rest assured that all your calculations are correct the first time around, eliminating the possibility of data-capture errors.

E-MAILING OF PAYSPLIPS

In addition to printing of payslips, you can e-mail password-protected payslip messages to your employees individually, ensuring increased security.

Pastel Evolution Payroll & HR allows you to enter and display payslip messages, such as May you and your family have a prosperous 2009 or Happy Birthday. You have the option of entering either a global payslip message that will display on all payslips or you can enter personal messages on individual payslips.

ADDITIONAL PAYSPLIPS

Should you require more than one payslip per pay period, as in some cases with commission or annual bonus payouts, Pastel Evolution Payroll & HR accommodates for these requirements. You can create an additional payslip for every day of the year.

GENERAL LEDGER INTEGRATION

- You can seamlessly integrate your payroll journal or cashbook batches to your Pastel Evolution Accounting database.
- Pastel Evolution Payroll & HR can automatically update your GL accounts with transactions values such as Salaries, Loans, Company Contributions etc. You are able to integrate to different General Ledger accounts based on different Cost Centres.
- General Ledger exports can be done to external Pastel Partner Databases as well as be exported into an ASCII format, allowing you to manipulate the file, giving you the flexibility to import the General Ledger information into other Accounting systems.

REPORTS

The advanced reporting functionality allows you to export reports in various formats, i.e. pdf, html, jpg, txt, etc. Some of these reports can then be further edited by using third party software such as Microsoft® Word and Excel, etc. Pastel Evolution Payroll & HR's report writing facility allows you to easily customise reports and payslips as well as attach images to these documents like adding your company logo to your payslips. You can even create a new report from scratch by using any of the information available in your company database.

GROUPING LEVELS

The Grouping Levels tool ensures quick and easy filtering for reporting purposes. This tool allows you to filter per employee, branch, department or any other level or group required for your specific company setup.

SKILLS DEVELOPMENT RECORD KEEPING

This feature allows you to keep record of all Skills Development Training completed by employees. This will assist you when claiming the Skills Development Levy grants in terms of the Skills Development Act. You can also keep record of Employment Equity Training and Educational Qualifications. In addition, you can keep record of increases, performance appraisals, disciplinary hearings, warnings and any other relevant documentation per employee.

ONLINE HELP FACILITY

Pastel Evolution Payroll & HR boasts a comprehensive help facility. You can use the F1 button on any screen in the system and online help relevant to the functions on that particular screen will be displayed.

LEAVE PROCESSING

Pastel Evolution Payroll & HR keeps accurate leave records/history for all your employees and leave types. You can process all leave types and can be assured that your employees receive leave pay that is calculated in accordance to the law.

The screenshot shows the 'Edit Employee' window for Talitha Bloom. It is divided into several sections:

- Employee Details:** Personal Details, Contact Details, Pay Details, Service Details, Transactions, Working Details, Leave Details, Retirement Annuity, Banking Details, Loans and Savings, Medical Aid Dependents, Performance Management, Integration, Equity Details.
- Calculated Hourly Leave Rates:** Annual Leave, Standard Leave Rate (58.0000), Fluctuating Leave Rate (0.0000), Annual Leave Rate (58.0000), Termination Leave, Standard Leave Rate (58.0000), Fluctuating Leave Rate (0.0000), Termination Leave Rate (58.0000).
- Fluctuating Leave Rates Calculation Period:** Periods (Week) (1), Periods (Fortnight) (7), Periods (Month) (1).
- Leave Accrual Rate:** Use Default Leave Accrual Rate, Leave Accrual Rate (58.0000).
- Leave Transactions:** A table with columns: Transaction, Cycle Start Date, Entitlement, Accrual, Taken, Due, % Rate.

Transaction	Cycle Start Date	Entitlement	Accrual	Taken	Due	% Rate
Leave Taken	2007/03/02	15.00	0.58	0.58		0.00
Sick Leave	2007/02/02	30.00				0.00
Family Responsibility	2009/02/11	3.00				0.00
Maternity Leave	2009/02/11	120.00				0.00

You can create and administer additional leave types such as Family Responsibility or Maternity leave. Various Leave Reports are available to effectively assist you in tracking leave, giving you more time to focus on the core aspects of your business!

BATCH PROCESSING

Batch Processing enables you to speed up payroll data capturing by entering standard data into a batch-mode format. It allows you to enter figures, for example, commissions or bonuses, for multiple employees on multiple transactions on a single screen. You can also process individual leave dates in batches making shutdown periods a breeze! In addition, our recurring batch functionality ensures faster processing on a month-to-month or week-to-week basis.

EMPLOYEE PROFILES

The employee profile function allows you to create standard settings that would apply to a group of employees. When you add a new employee, you can simply select the profile and all the settings, such as pay frequency, will be set up automatically.

REPORT JOB MANAGER

You can now schedule your reports to print on the fly, whether it is once-off, daily, weekly or monthly and have them e-mailed directly to you.

GLOBAL UPDATES

The global updates feature allows you to change a single transaction for all employees, or change and even add or subtract to transaction values. Whether it is an amount or percentage based transaction, you can now easily update values in bulk.

COST CENTRES

Pastel Evolution Payroll & HR allows you to create your own cost centres, according to departments, branches, pay points or any group required. Cost centre reports are vital to analyse data for managerial decisions, namely productivity and profitability levels.

JOB COSTING INTEGRATION

Pastel Evolution Payroll & HR integrates seamlessly with the Job Costing Module of Pastel Evolution Accounting. Transactions such as normal hours, overtime, commissions or even specified deductions can be allocated as a fixed value or as a percentage of the transaction total across different cost centres and jobs.

NEED GOOD REASONS TO CHOOSE PASTEL EVOLUTION PAYROLL & HR?

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.
- 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.
- Full integration with the Pastel Evolution Accounting ERP system.

PASTEL PRODUCT RANGE FAMILY TREE

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

PASTEL EVOLUTION PAYROLL & HR RANGE

PASTEL EVOLUTION PAYROLL & HR CATERS FOR COMPANIES WITH:

Up to 30 employees	Up to 750 employees
Up to 50 employees	Up to 1000 employees
Up to 100 employees	Up to 1500 employees
Up to 150 employees	Up to 2500 employees
Up to 200 employees	Up to 5000 employees
Up to 300 employees	Up to 7500 employees
Up to 500 employees	Up to 10000 employees
Unlimited employees	

ANNUAL RENEWAL FEE

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

COMPLIANCE WITH SOUTH AFRICAN LEGISLATION

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

SYSTEM REQUIREMENTS

	SINGLE USER	WORKSTATION	SERVER*
HARDWARE Minimum Recommended	Pentium IV Intel Core 2 Duo or equivalent	Pentium IV Intel Core 2 Duo or equivalent	Intel Core 2 Duo or equivalent Xeon Dual/Quad Core
MEMORY Minimum Recommended	512MB 1GB or higher	512MB / 1GB 1GB or higher	2GB or higher 4GB or higher
SCREEN RESOLUTION Minimum Recommended	800 x 600 1024 x 768	800 x 600 1024 x 768	800 x 600 1024 x 768
OPERATING SYSTEM	Microsoft® Windows 2000 Pro, Windows XP Pro, Windows Vista ¹ , Server 2000, Server 2003, Server 2008		
DATABASE SERVER	Microsoft® SQL Server 2000 & 2005		

REQUIREMENTS FOR ALL USERS: CD-Rom • 256 Colour VGA or SVGA video

*Kindly note if you have 11 users or more we recommend you speak to your Pastel Evolution Payroll & HR Business Partner or a Softline Pastel Payroll consultant on what system requirements are recommended.

For more information call your local Pastel representative or contact Softline Pastel Payroll:
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