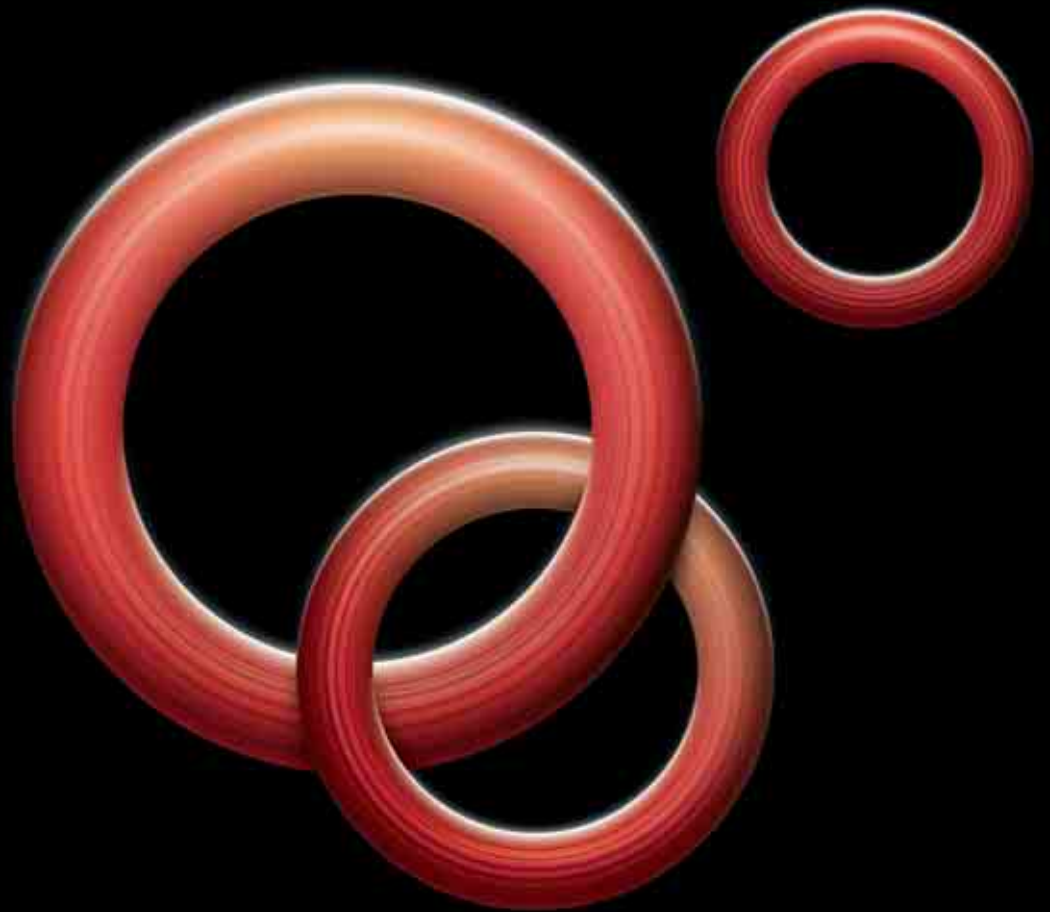


EASY TO USE. PAYROLL FOR ANY SIZE AND TYPE OF BUSINESS.

PASTEL

PAYROLL

PARTNER





## **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 statutory obligations every month takes considerable time and know-how. So, you'll appreciate Pastel Partner Payroll's easy, efficient processing ability. 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.**

### COMPLIANT WITH LEGISLATION

- Caters for many different types of tax calculation methods, e.g. periodic, average, directive, etc.
- Annual tax table and regular statutory upgrades keep your payroll up-to-date with legislative changes.

### 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.

### 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.
- E-mail a password-protected payslip to your individual employees.

### 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.

### 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.

### 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!

### ENHANCED HELP FACILITIES

- An online, context-sensitive Help Facility is available with detailed explanations of each function or field.

### 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.

### 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 mandatory fields that need to be completed.
- Store relevant information, such as photographs of your employees for easy identification.

### PASSWORD CONTROL

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

### 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 pre-defined languages or set it up to print your payslips in the language of your choice.
- Reprint payslips for previously processed periods.

## 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.

### 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.

### BULK E-MAIL PAYSリップ DISTRIBUTION

- In addition to Pastel Partner Payroll's standard facility that enables you to e-mail secure password-protected payslips to your individual employees, you now also have the option to purchase our bulk emailing module.
- This module will allow you to e-mail 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.

### 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 transaction listing report per employee and party.

### BI PAYROLL: EXCEL REPORTING

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.

#### 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.

### 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.