

## ☐ **Online Payroll Outsourcing**

Written by BlueApplePartner Payroll

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\* Your own Cloud Payroll System Access

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\* 20 Additional Build-in Modules

\* Reporting & Cutting Edge Technology

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\* No Expensive Software & Equipment Needed

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**Top Qualities to look for in a Payroll & HR Software**

Each year, complex calculations are required to arrive at the correct annual and bonus pay for Employees. Governed by the Basic Conditions of Employment Act (BCEA), these calculations ensure that leave pay represents individual Employees' actual earnings, taking into account commission, overtime, allowances and performance bonuses. Because these payments result in changeable income, the calculations required to comply with the BCEA are difficult and time-consuming without an automated payroll. Make sure the Payroll & HR Solution you choose is able to do such calculations.

A payroll solution SHOULD work out accurate Value Added Tax (VAT), Pay As You Earn (PAYE), Unemployment Insurance Fund (UIF), Skills Development Levy (SDL), Compensation for Occupational Injuries and Diseases (COID), Employment Tax Incentive (ETi) and Employment Equity Act calculations. It SHOULD also provide you with a full history of current and past payslips, and generate annual IRP5's including IT3A's.

In addition to helping you pay your Employees, it SHOULD also enable you to make the right deductions from their salaries before they receive them. Deductions such as medical aid and pension contributions do not get taxed if they are deducted before a salary is paid. If your Company makes a contribution towards an Employee's medical aid or pension, that is also tax deductible.

Your payroll solution SHOULD provide an easy way for you to keep track of contributions that you make on behalf of your Employee's and to avoid paying tax on them. Also look out for a solution that allows you to draw reports on matters such as leave and bonuses easily.

Training and support SHOULD form part of your choice of Payroll & HR Solution.

### **Easier way to process payroll functions**

It simply doesn't make sense in a digital society to still process payroll functions manually. Instead of trying to handle Taxes, SDL, UIF and other deductions manually, it makes more

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sense to utilise an ONLINE function. Just staying abreast with changes in Tax Codes, Labour Regulations and Allowable Deductions can already eat into your Human Resources and valuable time, which have been used to increase your market share.

### Technology improves functionality

Technological advances have made it possible to process payroll functions such as leave applications, personnel history, salary slips and all deductions through the use of a web based / online system. Because of high Security involved confidentiality is never compromised and since the system is managed by experts, you no longer have to process payroll functions in-house.

### Traditional methods are not error free

Businesses often use spreadsheet programs to handle their accounting, salary payments and taxation functions. It is however, risky since spreadsheet errors are common. Input formulas can be incorrect while fraud can also go unnoticed for long periods. Spreadsheet errors can be the cause of disputes and loss of integrity. Rather than employing techniques which require additional auditing because of possible flaws, companies now opt for a streamlined system.

### Advanced solution to ensure accuracy

My Blue Apple Payroll Solution for instance, includes the handling of Tax Returns, Processing of Leave Applications, Electronic Provision Payslips and Payment of Deductions. There is less space for errors and with regular updating of the system to ensure full compliance with changes in regulations and laws, clients can be sure that they are always on the right side of the Law.

My Blue  
Apple  
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has revolutionised the way you process payroll functions.

The **Performance Management** function forms an integral part of effective HR and Payroll

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Management. As such it is essential that the payroll software or online payroll solution provides adequate facilities that grow with a company. The Payroll Software **should**

make it possible to track specific points for performance management including:

- Skills
- Training
- Experience
- Personnel History
- Payroll & HR Information
- Time & Attendance
- Leave Administration
- Position Management
- Training & Skills Management
- Manager Self Service
- Employee Self Service
- Organisation Hierarchy Management
- Disciplinary Management
- Performance Management
- Mobile Payslips

**In addition** the payroll software as an Online Solution should be able to facilitate modules for compensation, benefits, promotions, and effective Tax Return Administration as is the case *offering by*

My Blue

Apple

Payroll

solutions which allows for

**ALL**

of the above and which has the additional benefit of

**Excellent Security**

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