



**FULLY INTEGRATED  
TIME AND ATTENDANCE,  
PAYROLL AND  
HUMAN CAPITAL SOFTWARE**

**INFO PACK**

*Committed to  
Integrity • Service • Quality*

# MODULES

Payroll Solution  
Third Party Payments Solution  
Interfaces

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PAYROLL

Leave Module  
Equity Module  
Human Resources Module  
Post Module  
Skills Module

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HUMAN  
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# PAYROLL



**SOLUTIONS THAT WILL TAKE YOUR BUSINESS TO  
NEW HEIGHTS...**

## Purpose

To provide the user with an accurate, legislatively compliant and user-friendly Payroll System, which is secure and will limit audit queries.

## Core features

- «✓ Easy to use.
- «✓ Realtime concept.
- «✓ The talking payroll: Audio and visual system guidance.
- «✓ Platform deployment incl. Microsoft, Unix and Linux.
- «✓ Produces IRP5's and IT3(a)'s, as well as and electronic file to SARS - i.e. the e@syFile system.
- «✓ Produces statistical reports, such as an IOD, UIF, Skills, as well as PAYE.
- «✓ The tax and net salary are updated immediately upon entering earnings and deductions on the Live Payslip Screen.
- «✓ The Twelve Month Report contains the last 12 months' payslips on a single page, as well as the salary structuring components.
- «✓ Produces salary scales with notches and an automatic increase.
- «✓ Automated package calculations can be set up.

## Purpose

This solution offers clients an alternative to processing third party payments via their financial systems.

## Core features

- «✓ Complete security (as per bank requirements).
- «✓ Unlimited number of cheques.
- «✓ Pre-balanced totals transferred from the payroll to the cheque company.
- «✓ A cheque/payment list, including:
  - *Third Party's name*
  - *Cheque amount and number*
- «✓ File format for all major banks.

### BENEFIT

THIS UNIQUE SOLUTION WILL ALLOW THE BUSINESS TO CONSOLIDATE ALL COMPANIES CHEQUE PAYMENTS INTO ONE COMPANY. PAYMENTS CAN THEN BE DONE BY EITHER CHEQUE, EFT OR ACB TRANSFER.



## GENERAL LEDGER INTERFACES

### Purpose

To provide a seamless interface between the Payroll and the Financial Expenditure System.

### Core features

- «✓ Setup is done per item or cost centre or a combination of the two.
- «✓ Costing can be split up into 30 different departments.
- «✓ PayDay is able to integrate with most financial systems on the market.

## TIME AND ATTENDANCE INTERFACES

### Purpose

Provides an interface between PayDay's payroll and any existing time and attendance system on the market.

### Core features

- «✓ Interfaces with the Payroll Module, which means that there is no need to recapture data on payroll.
- «✓ Standard interfaces to various T&A systems are available.
- «✓ The electronic interface eliminates human error.

# HUMAN CAPITAL



THE RIGHT PEOPLE IN THE RIGHT POSITIONS ARE  
THE BUILDING BLOCKS FOR SUCCESS...

## Purpose

This module keeps a complete history record, which enables the end user to extract various reports. It automatically refreshes the cycle dates and updates balances.

## Core features

- «✓ There are multiple leave types available in this solution.
- «✓ There are various options available for printing leave totals on payslips, as well as a range of standard reports for the Leave Module, e.g. sick leave taken on Mondays and/or Fridays, monetary values, future dated transactions, etc.
- «✓ The system can execute automatic forfeiture and generates forfeiture notices to employees via their payslips.
- «✓ PayDay accommodates all the statutory leave types as required by BCEA and SALGA.
- «✓ Leave rules are set up according to the clients conditions of employment.
- «✓ On screen balances for various types of leave.
- «✓ Customizable leave calendar.
- «✓ Leave history of each employee including the monetary value of leave.
- «✓ Seamless integration with the Employee Self Service module.  
(Employee Self Service sold separately)



## Purpose

This module generates the EEA2 and EEA4 forms, which must, in terms of existing legislation, be submitted to the Department of Labour by all designated employers.

## Core features

- «✓ Presents accurate reports in the correct format.
- «✓ Information populated from Payroll and HR Modules. No double entries.
- «✓ Audit trail report for incomplete employee records.
- «✓ It allows for the grouping of multiple companies into one set of reports.
- «✓ It can accommodate various remuneration calculations for the EEA4 form.
- «✓ Targets and goals can be captured and extracted for internal use, as well as for the EEA2 Report.
- «✓ Non-statutory reports are available for auditing purposes, as well as internal use.
- «✓ This module can either operate independently or in conjunction with the Human Resources Module.

## Purpose

This module stores information on each employee, pertaining to the following:

- «✓ *Personal information*
- «✓ *Education and training*
- «✓ *Health and safety*
- «✓ *Employee benefits*
- «✓ *Career management*
- «✓ *Industrial relations*

## Core features

- «✓ The system allows for multiple inputs per screen, per employee.
- «✓ Data integration between the Payroll Module and the Human Resources Module.
- «✓ Descriptions are used throughout the Human Resources Module to set up codes that will standardise input into the system.
- «✓ It is linked to the Skills Module and Equity Module to allow the generating of statutory reports.
- «✓ Contains system and user messages to remind end users of important dates, e.g. expiry dates.

## Purpose

To provide a comprehensive record of all filled and vacant posts within the organisation, each with a unique post number of up to 30 characters.

## Core features

- «✓ Set up full job structure including vacant and filled positions.
- «✓ Detail and job history for each post.
- «✓ Post is automatically vacant once an employee has resigned.
- «✓ New employees can only be connected to a vacant post. This can assist in ensuring that no “ghost” employees are engaged.
- «✓ The Post Solution Module interfaces with Payroll.
- «✓ This Module interfaces with section 10.1 in terms of Local Government Seta Skills reporting.
- «✓ Various reports on vacant and filled posts are available.

## Purpose

To provide a comprehensive database of all training, education and company information required for the printing of the Annual Training Report and Workplace Skills Plan.

## Core features

### SKILLS SOLUTION - LOCAL GOVERNMENT

- «✓ The Skills Solution interacts via real-time links with the Post Solution, the HR Solution and the Payroll Solution, in order to prevent duplication of information input.
- «✓ Various statistical sections of the Workplace Skills Plan and the Annual Training Report are generated from this Module.
- «✓ This Module is driven by date parameters, as per the dates for the Workplace Skills Plan and the Annual Training Report.

### SKILLS REPORT EXTRACTION TOOL - PRIVATE SECTOR USERS

- «✓ Fully equipped with detailed generic reports that will assist in completing Workplace Skills Plan and Annual Training Reports.
- «✓ Data is date driven (as per reporting period).
- «✓ Input company specific OFO codes.
- «✓ Extract reports that provide information on completed and planned training of employees.
- «✓ User-friendly tool with easy to use excel reports.

# TIME & ATTENDANCE



SET THE PACE FOR CONTINUOUS PRODUCTIVITY...



## Purpose

This module consists of an automated time and attendance software feature that complements PayDay's existing suite. It is simple to use and allows any authorized staff to review, edit and approve employee times. Via the ESS (Employee Self Service), employees are able to view their own movements, while line managers are able to view their departments attendance registers.

## Core features

- «✓ Improves payroll accuracy.
- «✓ Control of labour costs by means of smart scheduling.
- «✓ Reduces absenteeism and related costs.
- «✓ Leverage real-time attendance, scheduling and absence-related information.
- «✓ Accurate overtime calculation and approval are facilitated.

In addition, PayDay provides the following software that complements its existing suite of modules:

- «✓ **SOFTWARE ACCESS CONTROL** - It allows users to log in only once a physical presence has been verified by a robust biometric fingerprint reader.
- «✓ **EMPLOYEE RECOGNITION SOFTWARE** - Each employee on the system can have all ten fingers recorded, so as to eliminate any form of "ghost" employees.

## Benefits of Biometrics

- «✓ Fast
- «✓ Simple
- «✓ Reliable
- «✓ Secure
- «✓ State-of-the-art hardware
- «✓ Software developed by a company that understands your payroll and human capital requirements.

## User-Friendly

- «✓ With our user-friendly layout, reports per employee, department or cost centre are just a click away.
- «✓ Built-in photo module to make visual identification easier for administrative staff.
- «✓ User permission can be set at specific authorisation levels.

## Our System Will Tell You

- «✓ Who clocked in.
- «✓ What time they clocked in.
- «✓ Where they clocked in.
- «✓ What time they clocked out.

## Further Advantages

- «✓ No limit on concurrent users that can log onto the PayDay Time and Attendance System.
- «✓ No manual collection and duplication of data is required.
- «✓ Managers can make alternate plans if there is absenteeism in key areas.
- «✓ No limit on daily clockings.
- «✓ Calculations can be based on the first and last clock of the day.
- «✓ Compulsory minimum hours worked are deducted before overtime is authorised.

## Exception Screen

- «✓ Any late clockings are immediately visible to the user.
- «✓ Manual overrides with manager motivation for any authorised exceptions or overtime.
- «✓ Any exceptions to shift rules are highlighted in red and need to be manually processed before a work period can be closed.
- «✓ All processed times colours are highlighted in orange for easy identification.
- «✓ A log file of all raw times is kept in the database.
- «✓ Simple back-up and restore function.
- «✓ Full audit trail for any changes.

## Detailed Reports

- «✓ Report-writer enables you to create your own reports.
- «✓ Export report to Excel or print to PDF.
- «✓ Reports can be e-mailed.

# EMPLOYEE SELF SERVICE



ENTER THE NEW WORLD OF PAPERLESS TECHNOLOGY...



## Purpose

- «✓ This module allows both the employee and manager easy electronic access to relevant employees details from his/her own desk.
- «✓ Employee Self Service allows employees to apply, view and print IRP5's and payslips. Also to query or capture any form of personnel data, such as leave applications or a change of address.

## Core Features

- «✓ Online leave applications and overtime claims follow an automatic approval process before updating on the live system.
- «✓ It provides direct access to view and print current and previous payslips as well as IRP5's.
- «✓ Leave and overtime matrix are available to managers.
- «✓ It allows for electronic updates of basic employee details by the employee himself/herself, e.g. bank details, address, etc.



OTHER PRODUCTS

A detailed, metallic robotic hand with a stylized logo on the back of the hand is shown hovering just above a laptop keyboard. The hand's fingers are slightly curled, and its index finger is positioned directly over one of the keys. The background is a blurred, dark environment, suggesting a high-tech or office setting. The lighting highlights the mechanical joints and the smooth, metallic surface of the hand.

SOFTWARE SOLUTIONS THAT WORK FOR YOU...

### **Auditor-General Reporting**

PayDay, in conjunction with the Auditor-General, has created an Extract Report. This Extract Report will automatically run at the municipal financial year-end and creates the encrypted extract files required by the Auditor General.

### **Statistical Reporting**

This is a comprehensive report to extract information on Local Government as required by Stats SA.

### **SALGA Reporting**

Local Government should supply SALGA (South African Local Government Association) with salary-related information twice a year. PayDay has the extract programs to produce this information.

### **Budget Reporting**

The Budget Reporting Module in the PayDay System, assists users with annual salary budget preparations and uses current trends to budget for a future financial year.

# TRAINING

PAYDAY SOFTWARE SIMPLIFIED...

## Purpose

PayDay's Training courses are designed to help users understand and utilise the full potential of the PayDay Payroll and HR Systems, enabling them to be more efficient and productive in their job, whether they are first time users, Payroll/HR Managers or Administrators.

Existing users will also benefit by refreshing their knowledge of the PayDay System as well as gain valuable insight on the new capabilities that the system has to offer.

## Payroll Training Courses

- «✓ Tax Calculation Workshop
- «✓ Formula & Parameters Training
- «✓ Principles of Payroll

## Symposiums

- «✓ PAYE Legislative Update Symposium
- «✓ Biannual Legislative Update Symposium

\* REGIONAL TRAINING ON REQUEST

## HR Courses

- «✓ Skills Module
- «✓ Equity Module
- «✓ HR Module
- «✓ Leave Module

## Other Courses

- «✓ Basic Report Writer
- «✓ mSCOA Module
- «✓ PayDay Systems Administration Course



A large number of black umbrellas are arranged in a field, creating a sense of a crowd. In the foreground, a single red umbrella stands out prominently. The red umbrella has a white logo on its side, which consists of three stylized, overlapping geometric shapes forming a square-like pattern.

**STAND OUT** from the rest!

FULLY INTEGRATED TIME AND ATTENDANCE,  
PAYROLL AND HUMAN CAPITAL SOFTWARE

PAYDAY SOFTWARE SYSTEMS



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