PayDay®
Software Systems (Pty) Ltd
Fully Integrated Time and Attendance,
Payroll and Human Capital Software
INFORMATION
PACK

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Parnter with a Business
that has Your interests at heart!
PayDay Software Systems

Payroll Software

PAYROLL SOLUTION

The PayDay software offering provides the end user with an accurate legislatively compliant and user-friendly payroll system

Core Features

- ☑ Easy to use
- ☑ Realtime concept
- ☑ Platform deployment incl. Microsoft, Unix and Linux
- ☑ Generates IRP5's and IT3(a)'s, as well as an electronic file to SARS i.e. the e@syFile system
- ☑ Generates legislative reports such as an IOD, UIF, Skills and 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
- ☑ Generates salary scales with notches and an automatic increase
- ☑ Automated package calculations can be set up

PAYROLL SOFTWARE MODULES

3RD PARTY PAYMENTS

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
- ☑ Produces salary scales with notches and an automatic increase
- ☑ Automated package calculations can be set up.

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.

BUDGET MODULE

Offers a budgeting solution for budgeted vacant posts and filled posts as required by the mSCOA segments

PHOTO MODULE

For security and recognition purposes, this module allows the attachment of a photo to an employee record

INTERFACES

GENERAL LEDGER INTERFACE

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 INTERFACE

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

3RD PARTY HR SYSTEM INTERFACE

Provides an interface between the payroll and other HR Systems

Human Capital Software

HUMAN CAPITAL SOLUTION

Our Human Capital Software provides users with a fully integrated HR system that's simple, effective and efficient

Core Features

- ☑ Allows multiple inputs per screen per employee
- ☑ Data integration between the Payroll module and the Human Resources module
- ☑ Descriptions are used throughout the HR module to setup codes that will standardise input into the system
- ☑ Linked to Skills and Equity modules for generating statutory reports
- ☑ Contains system and user messages to remind end-users of important dates e.g. expiry dates

Strategic Balance in the Workplace

LEAVE MODULE

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)

EQUITY MODULE

This module generates the EEA2 and EEA4 forms, which is required in terms of existing legislation, to 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
- ☑ Automated package calculations can be set up

HUMAN RESOURCES MODULE

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

POST MODULE

This module provides 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

SKILLS MODULE

This module provides a comprehensive database of all training, education and employee information required for the printing of the Annual Training Report (ATR) and Workplace Skills Plan (WSP).

CORE FEATURES

Skills Solution - Local Government

- ☑ 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

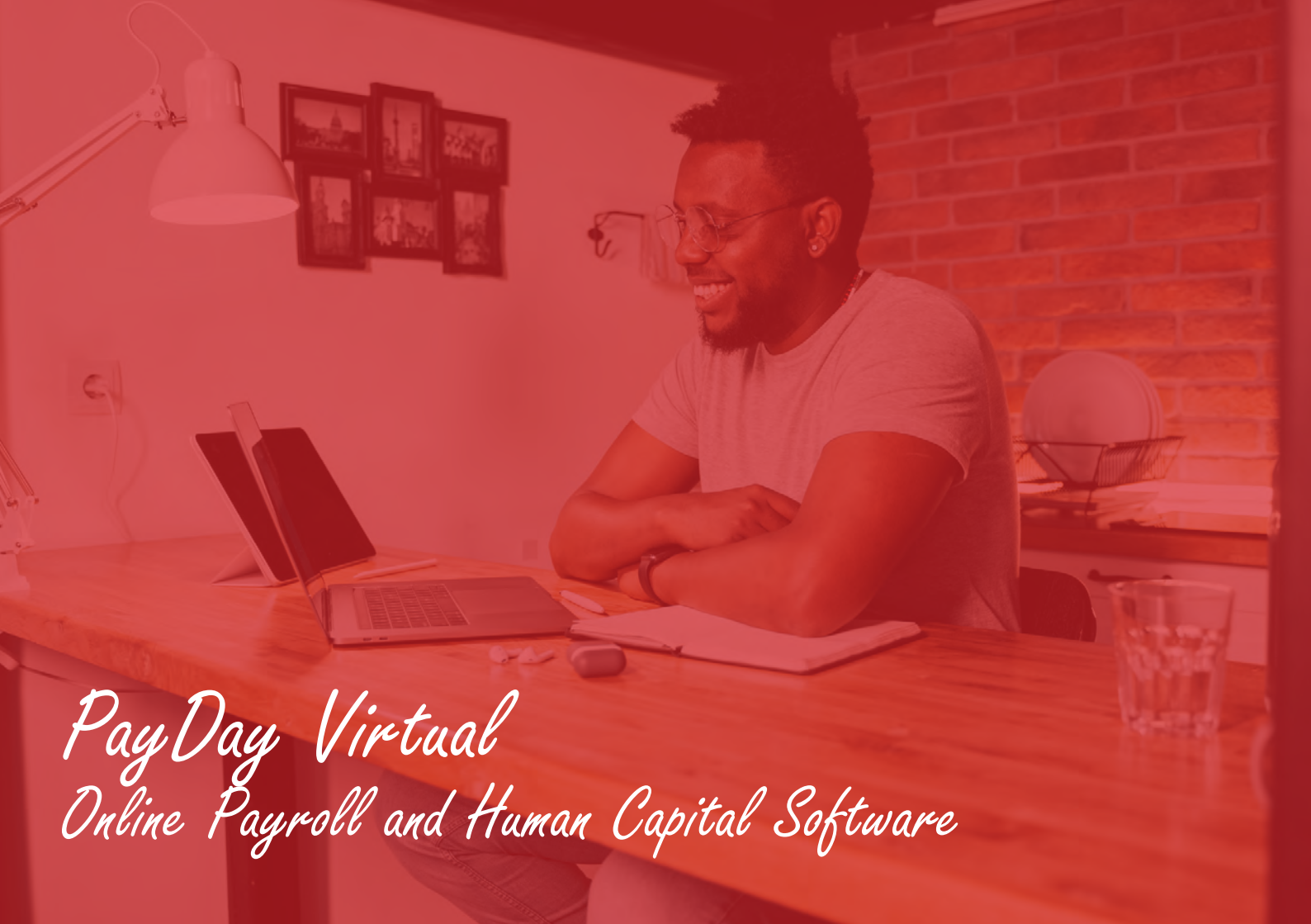
SKILLS MODULE CONTINUED

This module provides 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

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


PayDay Virtual
Online Payroll and Human Capital Software

ONLINE PAYROLL AND HUMAN CAPITAL SOFTWARE

It's a simple user-friendly online payroll and human capital system that's easily accessible on any browser or smart device

Core Features of Biometric Clocking Systems

- ☑ Automatic calculations of statutory reports
- ☑ Standard reporting
- ☑ Secure automated back-ups
- ☑ Employee leave management, reporting and view history
- ☑ UIF and SARS compliant
- ☑ PDF payslips can be printed or emailed directly to employees
- ☑ Access to copied away historic companies for referencing

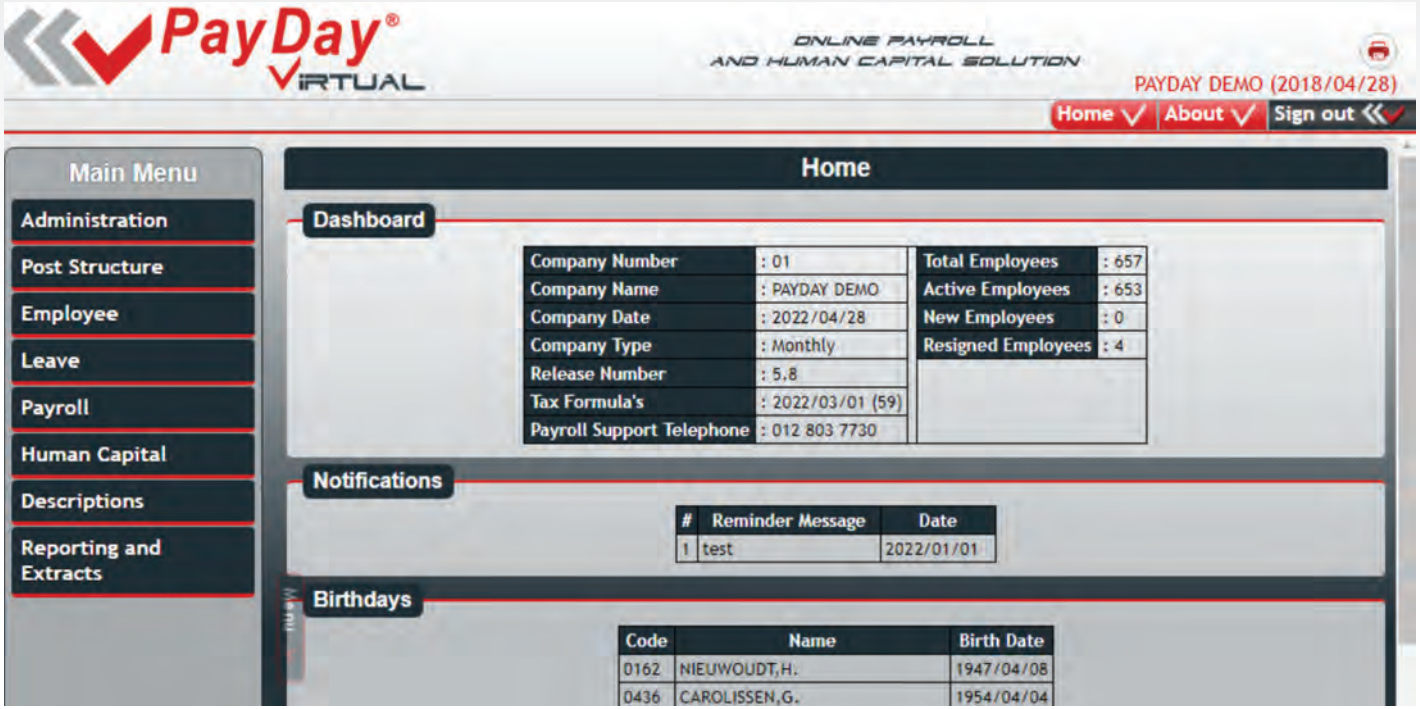
...anytime, anywhere.
All you need is an internet connection

ADDED ADVANTAGES

- ☑ PayDay Virtual is an affordable online payroll and HR system that's perfect for any size business
- ☑ You have the convenience of paying employees from anywhere in the world. All you need is an internet connection
- ☑ Specially designed with a "responsive view" so that you can access the system on any browser and smart device
- ☑ PayDay will setup your company and pre-define all earnings and deductions for you
- ☑ No software installation is required
- ☑ All software updates are performed by PayDay ensuring that you are always up-to-date with the latest legislation and system amendments
- ☑ Data backups are performed on a daily basis and stored offsite for safe keeping, giving you the peace of mind that your historical data can easily be recovered

ONLINE PAYROLL AND HUMAN CAPITAL SOFTWARE

HOME SCREEN



PayDay Visible
Time and Attendance

TIME AND ATTENDANCE SOLUTIONS

This module consists of an automated time and attendance software feature that compliments PayDay's existing suite. The biometric clocking system is simple to use and allows any authorised staff to review, edit and approve employee times.

Core Features of Biometric Clocking Systems

- ☑ Improves payroll accuracy
- ☑ Control labour costs by means of smart scheduling
- ☑ Reduces absenteeism and related costs
- ☑ Leverage real-time attendance, scheduling and absence related information
- ☑ Accurate overtime calculations

Time is precious, make every minute count!

TIME AND ATTENDANCE MODULES

SOFTWARE ACCESS CONTROL

Allows users to login only once a physical presence has been verified by a robust biometric fingerprint reader

EMPLOYEE RECOGNITION

Each employee on the system can have all ten fingers recorded, so as to eliminate any form of “ghost” employees by cross referencing all other records

PAYDAY MTA (MOBILE TIME AND ATTENDANCE)

A mobile Time and Attendance application that supports both Android and IOS platforms. Using their own mobile device, employees can either clock-in or clock-out from any location or within a specific geo-fenced radius

CORE FEATURES

- ☑ Access to real live data clocking’s
- ☑ Secure access (fingerprint and facial recognition)
- ☑ Accurate GPS Location and address decryption
- ☑ Real live task management (location based)
- ☑ On-the-job photo capturing functionality (for use during call-outs)
- ☑ Accessible during load shedding

TIME AND ATTENDANCE SOLUTIONS

BENEFIT OF BIOMETRICS

- ☑ Fast
- ☑ Simple
- ☑ Reliable
- ☑ Secure
- ☑ State-of-the-art hardware
- ☑ Touchless Biometrics with Temperature and Mask Detection
- ☑ Software developed by a company that understands your payroll and human capital requirements

Our system will tell you:

- *Who clocked in*
- *What time they clocked in*
- *Where they clocked in*
- *What time the clocked out*

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

DETAILED REPORTS

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

PayDay Visual
Employee Self Service

EMPLOYEE SELF SERVICE SOLUTION

A simple, user-friendly online Employee Self Service system

The IRP5 document is one of the most important documents for employees as they are required to submit it as part of their annual tax returns. It includes: The employee's personal details; details of the employee's earnings i.e. salary, bonus, etc; details of the employee's deductions i.e. pension, medical aid, etc and PAYE paid over to SARS by the employer.

Core Features

- ☑ View live leave balances
- ☑ Online leave applications and overtime claims follow an automatic approval process before updating on the live system
- ☑ Leave and overtime matrixes are available to managers
- ☑ PDF payslips can be printed or emailed
- ☑ It provides direct access to view and print current and previous payslips as well as IRP5's
- ☑ Payslips for the past 11 months are available
- ☑ All IRP5's since 2006 are available
- ☑ It allows for electronic updates of basic employee details by the employee himself/herself, e.g. bank details, address, etc

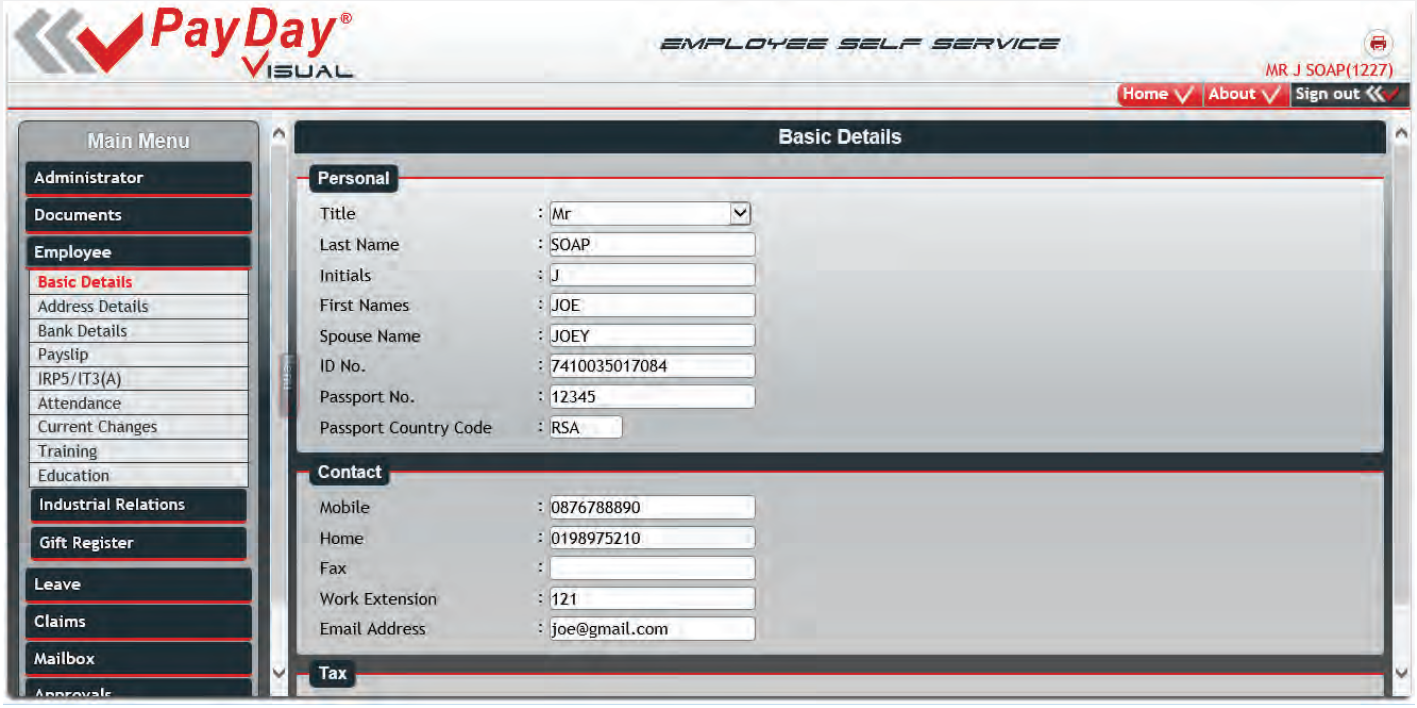
EMPLOYEE SELF SERVICE SOLUTION

ADDED ADVANTAGES

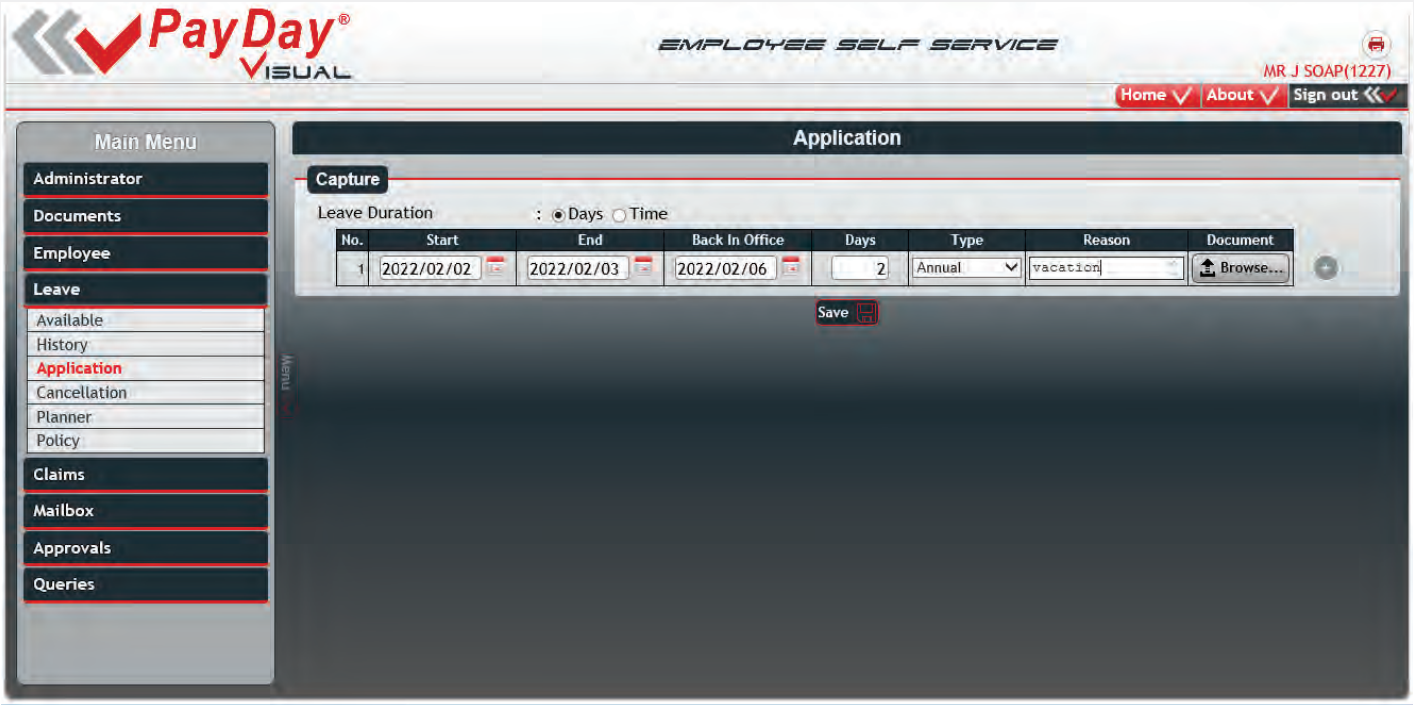
- PayDay Visual is an affordable Employee Self Service system that's perfect for any size business
- It gives employees the convenience of being able to access their payslips and IRP5's from anywhere in the world. All that is needed is an internet connection
- Employees can also submit leave applications, update their basic information and upload document attachments
- Company logo can be uploaded and added to PDF payslips
- Designed with a responsive view and can therefore be accessed on any computer or smart device
- All browsers are supported to ensure accessibility across the board
- For added convenience, all admin functionality is done online

Enjoy the Convenience and Freedom of Paperless Technology

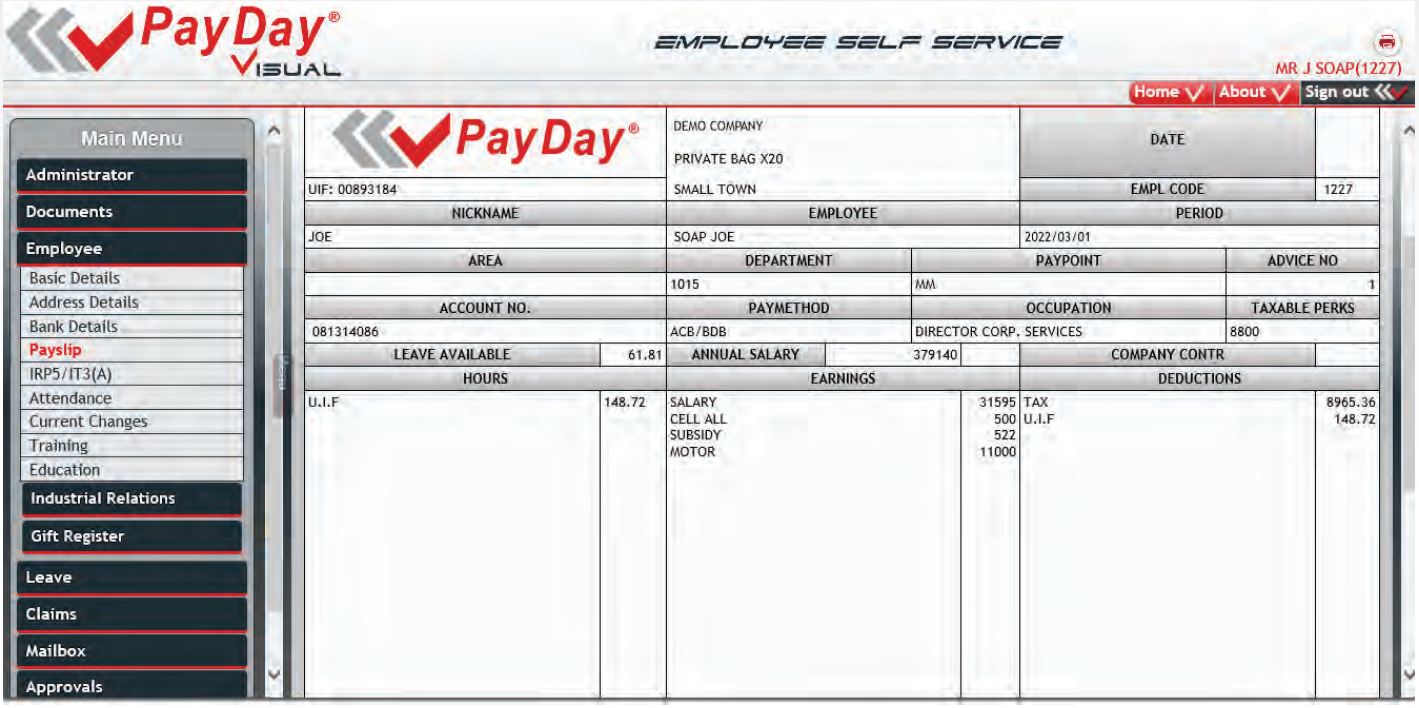
EMPLOYEE BASIC DETAILS



LEAVE APPLICATION



PAYSLIP SCREEN



PayDay Training

PAYDAY SOFTWARE TRAINING

PayDay's Training courses are designed to help users understand and utilise the full potential of the PayDay Payroll and HR Systems

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 SOFTWARE TRAINING COURSES

- ☑ Principles of Payroll
- ☑ Tax Calculation Workshop
- ☑ Formula & Parameters Training
- ☑ Payroll Refresher
- ☑ Payroll Basic Report Writer

Unlock the Full Potential of your PayDay Software

PAYDAY SOFTWARE TRAINING

HUMAN CAPITAL SOFTWARE TRAINING COURSES

- ☑ Human Capital Module
- ☑ Leave Module
- ☑ Equity Module
- ☑ Skills Extraction Tool
- ☑ Post Module
- ☑ ESS Administration Training
- ☑ Basic Report Writer

OTHER TRAINING COURSES

- ☑ PayDay Systems Administration
- ☑ mSCOA Module
- ☑ mSCOA Budget Module
- ☑ Regional Training

SEMINARS AND SYSTEM LECTURES

Payroll Legislative Seminar and IRP5 System Lecture

- ☑ Tax year end seminar and IRP5 system lecture takes place annually after the Budget Speech - March to April
- ☑ Presented in Pretoria, Johannesburg, Umhlanga, Polokwane, Bloemfontein, Cape Town and East London
- ☑ Key presentations by PayDay and other stakeholders
- ☑ This event caters for new and existing clients, payroll practitioners and HR practitioners

Biannual Legislative Seminar and System Lecture

- ☑ Biannual tax seminar and system lecture takes place bi-annually - August to September
- ☑ Presented in Pretoria, Johannesburg, Umhlanga, Polokwane, Bloemfontein, Cape Town and East London
- ☑ Key presentations by PayDay and other stakeholders
- ☑ This event caters for new and existing clients, payroll practitioners and HR practitioners

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