

Keep your employees in the loop with electronic & mobi payslips



A VIP InfoSlip is a secure electronic payslip that not only mirrors the VIP paper payslip, but offers your employees an interactive compensation statement that shows them all their benefits in an easy-to-read, engaging format.

Plus - the InfoSlip offers you a unique way to communicate with your employees: simply attach data in Microsoft Word or Excel and you have a powerful new communication channel for newsletters, travel claims, increase letters, etc.

When you keep your employees in the loop, you recognise their worth and importance to you. And you keep them motivated.

Safe and secure

All InfoSlip files are secured with 256 bit encryption. To open the InfoSlip, your employees are issued with PUK (Personal User Key) codes. They are then required to choose a personal password.

Online archiving for seven years

All InfoSlip files (payslips and IRP5s) are archived online for seven years. Your employees can simply register online for access to historic InfoSlips or IRP5s. Should employees leave the company, they will still have access to their history records.

InfoSlips make life easier for you and your employees

- InfoSlips comply with the Electronic Commerce and Transaction Act (ECT Act), Protection of Personal Information Act (POPI) and the guidelines issued by the South African Revenue Service.

- An InfoSlip gives your employees much more information than a paper payslip.
- Your employees can inform you of changes in their personal details or send queries about their salary or leave via email using the embedded query links, significantly reducing your HR admin.
- It takes a fraction of the time to compile and distribute InfoSlips compared to printed payslips. You can also schedule the specific delivery date and time.
- There's no need to reprint lost or deleted payslips and IRP5s. Employees can print or forward their archived InfoSlips through the online self-help portal. Delivery is free and immediate.
- Our iOS, Android and Windows phone app lets your employees access their archived InfoSlips on their smartphones.
- Online resends mean there's no need to restore old backups to reissue past payslips.
- InfoSlips cut your courier and stationery costs and save paper.
- It is far more secure than manually-distributed paper payslips.
- InfoSlip files can be sent to third parties (e.g. financial institutions and accountants) online.

For more info,
visit www.sagevip.co.za
or contact us on 0861 55 44 33 or
email sales@vippayroll.co.za

InfoSlips gives you the following standard features

Welcome note

Your HR department can communicate important news or events to your employees.

Customised branding

You can customise the InfoSlips template so it fits your corporate identity or corporate branding.

Leave balances

You can view all or selected leave fields such as Entitlement, Leave Taken, Leave Cycle, Leave Due etc.

Leave calendar

You can view all or selected leave transactions.

Graphic display of remuneration package

Gives your employees a snapshot overview of Total Package or Cost-to-Company Totals.

Update and Query links

Email links embedded in the InfoSlip allow your employees to query their personal, leave or financial details by email.

Print option

The print version mirrors the VIP laser payslip (payslip data extracted from the VIP system).

You can choose from multiple communication channels

InfoSlips allow you to communicate with your employees through a range of channels:

- It can be delivered via email or mobile,
- viewed online on the InfoSlips website or
- delivered to designated distributors such as line managers or supervisors.

Option 1

Standard InfoSlip with three channel delivery: Sent via email as an attachment, online access via the InfoSlips website (with seven years' archiving of IRP5s and payslips) and access via the SMS link.

Option 2

Standard InfoSlip with two channel delivery: Sent via email as an attachment and online access via the InfoSlips website (with seven years' archiving of IRP5s and payslips).

Option 3

Delivery of a consolidated InfoSlip via email as an attachment to a manager who has the option to print all the employees' payslips. This option is ideal for employees who don't have email and are situated at different locations or branches. We link all the employees to their relevant site manager who receives the consolidated InfoSlip. Employees also receive a 160 character payment notification SMS with salary payment date, net salary, total earnings and total deductions.

Option 4

Delivery of a payment notification-only SMS to employees informing them of the salary payment date, net salary, total earnings and total deductions. You can tailor this SMS to suit your needs.
Please note that this is a not legal payslip.

Technical requirements

Offline channel: View from email attachment

- Valid company, personal or web email address and mobile number.
- Installation of the InfoSlips desktop viewer application for end-users.
- Operating System: Windows XP, 7, 8 / Mac OS X / Linux / Windows Server.
- Browser: Internet Explorer 8 and higher, Safari, Chrome, Firefox and Opera.
- Microsoft Office 2007 and higher (for the administrator only).
- WinZip utility (for the administrator only).
- Sufficient internet bandwidth to deliver email with +/- 180KB attachments.

Online channel: View InfoSlips from desktop or mobile devices (<https://viewer.infoslips.com>):

- Valid company, personal or web email address to register personal account.
 - Internet connectivity.
 - Browser: Internet Explorer 8 and higher, Safari, Chrome, Firefox and Opera.
 - Mobile application available for iOS, Android and Windows smartphones only.
 - Sufficient internet bandwidth to view +/- 90KB file.
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