



**Sage VIP**  
Payroll Outsourcing



Avoid the headaches.  
Let the professionals take  
care of your payroll.

# Save time. Save money. Relax. Your payroll is in good hands.

Why waste time and money when you can hand your payroll over to the professionals? We wrote the software. We developed the processes. We know payroll inside out. Whether you run a small business or a giant corporation, our sophisticated payroll systems and expertise will save you money and time and free you up to focus on growing your business.

Sage VIP Outsourcing has been looking after more than 250 payrolls since 2002. Every year we process the salaries of around 130 000 employees - on time and with absolute accuracy. Our payroll and HR software and services have been leading the market for more than three decades.

You don't pay any software licence fees. Our software is developed and maintained in-house. We can import information from other sources like time-and-attendance systems and can also export information to banks, accounting systems and other supported systems. We use tried-and-tested methods of operation with a focus on accuracy and redundancy.

## We run your payroll while you enjoy these advantages:

- **Access to the software**  
You get a free backup of the latest signed-off payroll, so you can review every detail.
- **Employment Equity setup and maintenance**  
Our Employment Equity module generates all Statutory Equity Reports (EEA2 and EEA4) required by the Department of Labour. We do the initial setup for a minimal project fee and maintenance is automated.
- **General Ledger interface files**  
We can setup and create electronic interface files that you can import to

your own general ledger systems for a minimal fee. This will increase your accuracy when balancing and maintaining your control accounts.

- **Business Intelligence reports**  
To save you time in consolidating information, we can extract standard and customised management reports from your payroll at company or group level. These reports are perfect for a board pack.
- **Leave recording and reporting**  
Our detailed leave reporting lets you manage leave and create accurate leave provisions. We will even integrate your company leave policy. Leave can be recorded manually or electronically via our hosted Employee Self Service system (ESS).
- **Electronic Payslips**  
Payslips and tax certificates can be distributed electronically via InfoSlips – an interactive digital payslip. InfoSlips can be customised to suit your corporate identity and are archived for seven years.
- **Access to a pool of expertise**  
All our account managers have extensive payroll consulting experience and are experts in payroll legislation and the software.
- **Constant back-up of your data**  
Your backups are made daily, weekly and monthly and are stored off site at a secure location.

# The Outsourcing process – here's how it works:



## Your other responsibilities:

- Addressing queries from your employees (including InfoSlip queries).
- Interaction with third parties (e.g. benefit funds, SARS).
- Administering employee benefit funds.
- Preparing manual tax certificates.

## Our other responsibilities:

- Preparing electronic tax certificates.
- Preparing IRP5 and IT3 certificates.
- Preparing and reviewing the e@syFile import file for mid- and end-of-tax-year processes.
- Keeping the software updated and in line with statutory requirements.
- Making sure your data is always backed up and there is a disaster recovery plan in place.

## Guaranteed accuracy and reliability

- Your payroll is meticulously checked by our payroll experts before we give it to you for review.
- We maintain comprehensive notes of the full payroll process. This ensures that your payroll is always processed even when key personnel are absent.
- Our continuity infrastructure ensures that a second account manager is always aware of your setup and details should the designated manager be unavailable.

## Sage VIP

Pretoria (Head office)  
Cnr Aramist Avenue &  
Southern Cross Street  
Menlyn Maine  
Waterkloof Glen Ext 2  
T +27 (0)12 420 7000

Johannesburg  
Sage Technology Park  
102 Western Service Road  
Gallo Manor  
Ext 6  
T +27 (0)11 304 4500

Cape Town  
Sage Technology Park  
3 Edison Way  
Century City  
T +27 (0)21 522 7500

Durban  
Sage Technology Park  
23A Flanders Drive  
Mount Edgecombe  
T +27 (0)31 537 7000

Port Elizabeth  
Ascot Office Park  
Building 3  
1 Ascot Road  
Greenacres  
T +27 (0)41 502 7500

Bloemfontein  
Itec Building  
14CP Hoogenhout Street  
Langenhoven Park  
T +27 (0)51 412 5000

Gaborone, Botswana  
Plot 127 Kgale Court  
Unit 13 Gaborone  
International Finance Park  
Kgale View  
+267 318 7445

Windhoek, Namibia  
1st Floor Ardeco Building  
34 Nelson Mandela Avenue  
Klein Windhoek  
T +264 (0)61 22 6572

Nairobi, Kenya  
4th Floor Nivina Towers  
Westlands Road  
Westlands  
T +254 (0)20 216 0000

Lagos, Nigeria  
1st Floor Plot 6  
Southgate House  
Udi Street  
Osborne Foreshore Estate  
Ikoyi, Lagos State  
T +234 1 460 9900

[info@vip payroll.co.za](mailto:info@vip payroll.co.za)  
[www.sagevip.co.za](http://www.sagevip.co.za)

