

# Sage One Payroll

by Sage Pastel & VIP

## Schedule of fees and rates

### 1. Software usage fees

You only pay for what you use. Our fee per use basis is based on the number of employees that were processed during the payroll processing period in each cycle. An employee is “processed” if there is an earning, deduction, company contribution or fringe benefit value on the employee’s payslip.

#### **Monthly cycles:**

The first 30 employees per cycle are charged at R22.00 per employee, the next 20 employees at R17.50 per employee and any additional employees are charged at R14.00 per employee.

#### **Weekly cycles:**

The first 30 employees per cycle are charged at R5.00 per employee, the next 20 employees at R4.00 per employee and any additional employees are charged at R3.25 per employee.

#### **Biweekly cycles:**

The first 30 employees per cycle are charged at R10.00 per employee, the next 20 employees at R8.00 per employee and any additional employees are charged at R6.50 per employee.

### 2. Invoicing

The invoice will be generated on the last day of each calendar month based on the number of employees per payroll-processing period per cycle closed during the calendar month, and payment terms are 7 days. Access to the software will be restricted should the invoice remain unpaid by the end of the month, following the calendar month in which the invoice was generated.

Use of the Software is subject to the terms and conditions of the Sage One Payroll’s Software Licence Agreement.

### 3. Free upload of previous payslips

Take on your employees’ financial history at no charge. The calendar month in which you add your company on our online payroll software will determine your first live payroll period. Any payroll periods processed before that month are deemed to be take-on periods and processing will be free of charge. Any weekly or biweekly payroll periods that are linked to the “first live payroll month” will be chargeable. Note that invoices are not generated for take-on periods.

### 4. Other services

We provide consulting, training, payslips and other services as may be agreed upon in writing by the parties from time to time. The applicable rates will be quoted for acceptance prior to the service being performed, or the products being delivered or collected.

### 5. Data storage fees

In the event of termination, the Licensee may elect to have the data stored by us for a monthly storage fee of R85 or alternatively request a backup to be made available to the Licensee for a once-off fee of R280, excluding delivery.

### 6. Payslips

We supply secure laser payslips. The use of official payslips is always recommended – it improves confidentiality; it is more professional and it is more credible for use as a proof of earnings by employees.

## 7. General

All prices are inclusive of VAT.

Inflationary adjustments to the rates are made on 1 January of each year. The rate increase is applicable for any processing done from 1 January, regardless of the payroll month processed.