

# Sage Pastel

*my* payroll



For start-up and small businesses  
Simple online payroll solution



# Sage Pastel my payroll



## Pay your employees online. Simple.

Simple online payroll software for start-up and small businesses. No installation hassles, no upgrades. **No more excuses for not getting paid on time.** Now you can pay your employees **anywhere, anytime.**

### A new era in payroll processing - go online!

Sage Pastel My Payroll Online is a simple online payroll software solution for start-up and small businesses. Designed with simplicity in mind; you don't need a payroll qualification; all you need is an internet connection.

Aimed at the non-payroll user, Sage Pastel My Payroll Online enables you to focus on your core business, while we keep you compliant. We've also removed all the payroll jargon making our payroll software easy to understand. Not only can you pay your employees online, you can also process leave online. It's simple with our online payroll solution.

### Why should you go online?

Sage Pastel My Payroll Online does not require any IT infrastructure, up-front software expense or annual licence fee payments, thus reducing the cost of running your payroll.

- There is no hassle of software installation. Simply sign up, add your employees and start processing.
- No more annoying software upgrades and legislative updates; rest assured you will always work on the latest version.
- All of your payroll information is securely stored and backed-up.
- Sage Pastel My Payroll Online is easily accessible and always ready to use.

### Security

At the core of payroll software is security. All information transferred over the Internet by Sage Pastel My Payroll Online is encrypted and stored on secure servers in a high-tech data facility. Your payroll data is backed up daily and with the rollover to each new payroll period. Backups are stored at alternative locations, ensuring that your data can be restored at any given time.

### Compliant with SA Legislation

Our online payroll software is compliant with legislation and requirements of statutory bodies, such as SARS. At the touch of a button, you will comply with even the most complex of legislation.

- You do not have to be concerned about complying with PAYE, SDL and UIF requirements; it's already been taken care of for you. All values are calculated automatically and your UIF declaration can be made to the Department of Labour directly from Sage Pastel My Payroll Online. No more manual UIF forms to complete!
- The system caters for the setup of all benefits (pension, provident, retirement annuities and medical aid), taking care of complex calculations on your behalf.
- Sage Pastel My Payroll Online will calculate the OID values at the end of the tax year. You are also able to print the OID Report to see what values need to be completed on your return.

The screenshot shows a payroll summary for Jason Fuller for the year to date figures up to October. The table is organized into sections: Earning, Deduction, Company Contribution, Fringe Benefit, and Private Benefit. Each section lists various items with their respective values for each month from March to November.

Description	March	April	May	June	July	August	September	October	November
<b>Earning</b>									
Basic salary	22,325.00	22,325.00	22,325.00	22,325.00	22,325.00	22,325.00	22,325.00	22,325.00	22,325.00
Commission	15,500.00	0.00	0.00	0.00	14,900.00	0.00	0.00	0.00	18,320.00
<b>TOTAL</b>	<b>37,825.00</b>	<b>22,325.00</b>	<b>22,325.00</b>	<b>22,325.00</b>	<b>36,825.00</b>	<b>22,325.00</b>	<b>22,325.00</b>	<b>22,325.00</b>	<b>40,645.00</b>
<b>Deduction</b>									
Tax	9,328.07	3,896.32	3,899.80	3,903.00	6,971.59	3,899.80	3,899.80	10,311.80	0.00
Unemployment insurance fund	124.78	124.78	124.78	124.78	124.78	124.78	124.78	124.78	148.72
Medical aid	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Pension	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75
Loan	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	450.00
<b>TOTAL</b>	<b>12,865.60</b>	<b>7,434.85</b>	<b>7,437.33</b>	<b>7,440.53</b>	<b>12,809.12</b>	<b>7,437.33</b>	<b>7,437.33</b>	<b>13,673.27</b>	<b>0.00</b>
<b>Company Contribution</b>									
Unemployment insurance fund	124.78	124.78	124.78	124.78	124.78	124.78	124.78	124.78	148.72
Skills development levy	494.42	249.42	249.42	249.42	249.42	249.42	249.42	249.42	432.62
Medical aid	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Pension	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75	1,562.75
<b>TOTAL</b>	<b>3,691.95</b>	<b>3,536.95</b>	<b>3,536.95</b>	<b>3,536.95</b>	<b>3,681.95</b>	<b>3,536.95</b>	<b>3,536.95</b>	<b>3,744.09</b>	<b>0.00</b>
<b>Fringe Benefit</b>									
Use of motor vehicle - 80%	3,225.00	3,225.00	3,225.00	3,225.00	3,225.00	3,225.00	3,225.00	3,225.00	3,225.00
Medical aid contribution	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	0.00
<b>TOTAL</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>4,825.00</b>	<b>0.00</b>
<b>Private Benefit</b>									
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

- With Sage Pastel My Payroll Online you do not have to manually upload your tax certificates before submitting to SARS. Your tax certificates can be printed directly from the software and imported straight into e@syFile before doing your reconciliation.

- You are also able to print professional payslips and IRP5s directly from the software.

Earnings	Deductions	Company Contributions
Basic salary 22,320.00	Tax 10,320.00	Unemployment insurance fund 148.72
Commission 18,320.00	Unemployment insurance fund 148.72	Skills development levy 432.42
	Medical aid 1,200.00	Medical aid 1,600.00
	Pension 1,562.75	Pension 1,562.75
	Loan 450.00	
<b>Total:</b> 40,640.00	<b>Total:</b> 13,671.27	<b>Total:</b> 4,825.00
	Use of motor vehicle - 80% 3,225.00	
	Medical aid contribution 1,600.00	
	<b>Total:</b> 4,825.00	
	<b>Nett Pay</b> 26,913.73	

## Functionality

Sage Pastel My Payroll Online was developed keeping in mind the functional requirements of a small business, or a business requiring basic payroll functionality. Our online payroll software is continuously enhanced making your business life easier!

- A quick start wizard will help you get started and load employees with ease.

**Employee Details**  
Jason Fuller

**Personal Details**  
Employee Code: 001  
Title: Mr  
First Name: Jason  
Second Name: [blank]  
Surname: Fuller  
ID Number: [blank]  
Date of Birth: 1972/07/06  
Passport Number: [blank]

**Contact Details**  
21 Mainaba Road, Johannesburg, 1000

**Physical/Residential Address**  
Unit Number: [blank]  
Complex Name: [blank]  
Street Number: 21  
Street/Farm Name: Mainaba Road  
Suburb/District: Johannesburg  
City/Town: Johannesburg  
Postal Code: 1000

**Postal Address**  
Address Line 1: 21 Mainaba Road  
Address Line 2: Johannesburg  
Address Line 3: [blank]  
Postal Code: 1000

**Work Address**  
Unit Number: [blank]  
Complex Name: [blank]  
Street Number: 31  
Street/Farm Name: Landou Street  
Suburb/District: Johannesburg  
City/Town: Johannesburg  
Postal Code: 1000

**Other Contact Details**  
Email Address: [blank]  
Home Number: 0114207001  
Work Number: [blank]  
Cell Number: 0952223221  
Fax Number: [blank]

- All employee records are kept on the system for 5 years and can be accessed at any given time.
- Pre-defined earnings and deductions are available, further ensuring ease-of-use.

## Leave Processing

Not only can you pay employees online, you can also process leave online. Sage Pastel My Payroll Online caters for the calculation of annual, sick, family responsibility and maternity leave as required by the Basic Conditions of Employment Act (BCEA), so you can start using it from day one. You are also able to capture date driven transactions and attach any relevant documents to the transaction, such as a sick note.

Leave Rule Description	Entitlement per Cycle	Cycle Start Date	Next Cycle Start Date	Opening Balance	Accrual this Period	Taken this Period	Closing Balance	Planned Leave
BCEA Annual Leave	15.0000	2012/03/01	2013/03/01	8.7500	1.2500	0.0000	10.0000	0.0
BCEA Annual Leave 6 months remaining		2012/09/01	2013/03/01	0.0000	0.0000	0.0000	0.0000	0.0
BCEA Annual Leave excess				0.0000	0.0000	0.0000	0.0000	0.0

## Pricing

No need to worry about high fees or initial start-up costs as everything is done online. You will be billed R17 (Excl. VAT) per payslip, terms and conditions apply. An invoice will be generated at the end of each calendar month and you can view all account information on Sage Pastel My Payroll Online at any time, ensuring you stay on top of your account.

## Free 30-day trial period

You are entitled to a free 30-day trial period. This will provide you with access to our demo company and software. You are able to add your own company and employees and are able to go live at any time within the 30-day trial period, allowing you to experience the full functionality of Sage Pastel My Payroll Online.

## How do I get started?

- Simply sign up at [www.pastelmypayroll.co.za](http://www.pastelmypayroll.co.za)
- You will receive an activation e-mail. Once you have activated your account, you can begin processing and are able to use the full functionality of your payroll software.
- A quick start wizard will guide you through the process to get you started.
- You are never alone. Sage Pastel My Payroll Online is fully supported by dedicated consultants.



To sign up, visit [www.pastelmypayroll.co.za](http://www.pastelmypayroll.co.za) and start paying your employees.

**FREE 30 day trial**

\*The employee bracket you purchased determines the number of employees you can load into the software. Should you require more employees (a higher employee bracket as indicated above), you can upgrade with our Sales Team on +27 11 304 4200.

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## my payroll

Simple online payroll software for small and start-up businesses.

### Reasons to choose Sage Pastel My Payroll Online

- There is no hassle of software installation. Simply sign up, add your employees and start processing.
- There is no initial capital outlay because everything is done on the web.
- Sage Pastel My Payroll Online is easily accessible and always ready to use.
- No more annoying software upgrades and legislative updates; rest assured you will always work on the latest version.
- You can capture all of your employees' details online.
- The software will calculate Tax, UIF & SDL and give you a view of what employees must be paid.
- You can print reports to see what you have paid.
- You are able to print payslips that are 100% compliant with legislation.
- All of your payroll information is securely stored and backed-up.

### Rely on Sage Pastel My Payroll Online and ensure your business complies with SA legislation:

- Income Tax Act
- Unemployment Insurance Contributions Act
- Skills Development Levies Act
- Basic Conditions of Employment Act
- Occupational Injuries and Diseases Act

#### Sage Pastel Payroll & HR

For more information contact your local Payroll Reseller. Alternatively, contact Sage Pastel Payroll & HR directly on:  
Jhb +27 11 304 4100  
www.pastelmypayroll.co.za • info@pastelmypayroll.co.za

### Comparative Features Table

	Sage Pastel My Payroll Online	Sage Pastel MicrObay	Sage Pastel Partner Payroll	Sage Pastel Payroll 5in1
Preferred Payroll processing method	Online	Desktop	Desktop	Desktop
Number of companies	Unlimited	1	Unlimited	Unlimited
Number of users	1	1	10*	10
Number of employees	From 1 up to unlimited employees (pay as you use)	5	From 10 up to unlimited employees (as per licence)*	From 10 up to unlimited employees (as per licence)*
Database type	MS SQL	Pervasive.SQL	Pervasive.SQL	Pervasive.SQL
Unlimited telephonic and e-mail support for the first year as well as legislative and product updates**	Yes	Yes	Yes	Yes
Move over to Sage Pastel Payroll & HR at anytime, load "takeon" values	No	Yes	Yes	Yes
User-defined fields	No	No	Yes	Yes
Ships with all the Transactions you require	Yes	Yes	Yes	Yes
Multiple rates of normal & overtime pay	Yes	Yes	Yes	Yes
Comprehensive, context sensitive help (F1) facility	Yes	Yes	Yes	Yes
Import / export Transactions values for batch capturing / updating	No	No	Yes	Yes
Insert company logos & pictures onto the payslips & reports	Yes	No	Yes	Yes
Assistants (Wizards) for easy setup & processing	Yes	Yes	Yes	Yes
EFT bank transfers to all the major banks in South Africa	No	Yes	Yes	Yes
Interface with time & attendance systems	No	No	Yes	Yes
Various password restriction levels	One	One	Yes	Yes
Process weekly / fortnightly / monthly pay periods across single or multiple companies	Yes	Yes	Yes	Yes
Fifth week and third fortnight Payroll processing	No	Yes	Yes	Yes
Process Special (additional) Payroll Runs	No	Yes	Yes	Yes
Allocate employees and Transactions to specific Cost Centres or Job Codes	No	No	Yes	Yes
Perform "what if" payslip calculations on screen	No	Yes	Yes	Yes
Affect global update changes to Transactions for selected or all employees	No	No	Yes (optional module)	Yes
Control Staff Loans with automatic deductions and outstanding balance reports	Yes	Yes	Yes	Yes
Ability to calculate interest on loans	No	No	Yes	Yes
GL integration into the Sage Pastel Accounting Suite	No	Yes	Yes	Yes
Automatic accrual of leave days due	Yes	Yes	Yes	Yes
Automatic leave pay out calculations on termination of employees	No	Yes	Yes	Yes
Automatic calculation of BCEA leave rates per employee	No	Yes	Yes	Yes
Formulae engine that allows you to write your own formulae on the fly	No	No	Yes	Yes
<b>Reporting</b>				
Output reports to: Printer / E-mail / Word / Excel / PDF / HTML / Screen	Yes	Yes	Yes	Yes
Extract comprehensive reports to suit your needs by using the Free Report Writer	No	No	Yes	Yes
Included: EMP501 Reconciliation report for easy tax submissions	Yes	Yes	Yes	Yes
Caters for statutory reporting requirements such as EMP201s (UIF / SDL / PAYE)	Yes	Yes	Yes	Yes
Electronic monthly UIF Submissions	Yes	Yes	Yes	Yes
Print Transaction History reports for any period in the current tax year	Yes	Yes	Yes	Yes
Employment Equity reporting as required by the Department of Labour	No	No	Yes	Yes

\* As per your purchased licence. If you require more employees and companies or additional users, a fee will be applied.

\*\* Subject to annual an licence fee after the completion of the first year.

Sage Pastel Payroll & HR is sold subject to an annual licence fee which covers all legislative upgrades as well as telephonic and e-mail support. In addition, you are able to take on year-to-date totals, at any time of the year, without losing vital Payroll information.

