



# People Solutions

s.a. **personnel**

# 01 Services Line

-  Human Resource Management
-  Payroll Outsourcing Solution
-  Recruitment

It's about...  
Having the **right** people,  
with the **right** abilities,  
in the **right** place,  
at the **right** time.

s.a. personnel





# Reaching your People Potential

# 02



**S**A Personnel is a leading HR and Payroll outsourced solution provider since 2002. Our aim is to build meaningful relationships with trust and support with clients by partnering with leading suppliers that allow you to contain your costs, ensure compliance and improve performance. Common employer responsibilities like payroll, taxes, workers' compensation, regulatory compliance, and benefits administration are complex and extremely time-consuming. They require comprehensive solutions from a professional company, like SA Personnel.

**W**hether you own a startup or run an established firm, or whether you're in manufacturing, hospitality, or anything in between, there's a good chance you're wasting too much of your time juggling unproductive HR and Payroll tasks. This is why we started SA Personnel, to assist companies in managing their HR and Payroll function.

At SA Personnel we want to help businesses, like yours, reach their potential. Our Team is highly skilled, passionate individuals with a client - driven focus.

**A**t SA Personnel we constantly update our knowledge of new legislation and software. With payroll and human resources legislation changing every year, it can be very expensive and time consuming to constantly update and train in-house staff, and could increase the risk of incurring penalties and fines for non-compliance. This is why SA Personnel's outsourced payroll and HR service pays dividends - not only does it free up valuable time, but also removes the stress and hassle of non-compliance.

- You focus on your core business.
- Cost effective.
- We ensure you are compliant.
- A professional , experienced and passionate team.
- Confidentiality is maintained.
- We are experienced in managing your administration.



# 03 HUMAN RESOURCE MANAGEMENT

**S**A Personnel's online HR Solution offers you one interface, one access point and instant insight into your entire workforce. The system is built around HR responsibilities for your business. It allows you to manage everything from jobs and positions, performance management, learning and training development to succession planning and employee files and documents. The Solution gives you insights and interpretations of your data. Our online HR Solution is able to give you reports that can be customized to suit the needs of your organisation. It helps you take care of your employees, your most important asset.

**W**hen it comes to employees, we have the best solution for you. Our ESS (Employee Self Service) is able to streamline your HR processes by giving your employees user-friendly tools to update their personal details, apply for leave, submit claims and overtime, do performance reviews and view payslips online anytime and anywhere.

## - WORKFORCE MANAGEMENT

Workforce planning in a normal workday can deliver tools and unparalleled insights to your organization, help your leaders make better decisions, and meet your business goals.

Workforce Management allows you to:

- Bring planning alongside operational reporting to analyze your talent pipeline.
- Understand and plan your entire workforce, including contingent employees.
- Align your strategic workforce goals with talent diversity and gender initiatives.

## - TALENT MANAGEMENT

Your people are the key to growing your organization and thriving in a landscape of rapid change. SA Personnel delivers the management and insight you need to understand your talent landscape and needs, align high-performers with key business objectives, and develop tomorrow's leaders by empowering workers to grow within your organization. With SA Personnel's Talent Management, you can invest wisely in your people and their future so that you're ready for whatever comes next.







#### - PERSONNEL ADMINISTRATION

The HR information on the system records essential employee information. It replaces your paper based employee files and is kept safe and in line with POPI requirements. Both the employee and the business have secure access to view and edit the information on the system.

#### - TIME AND ABSENCE MANAGEMENT

Time management is one of the most important sub modules of HR and records the employee data related to attendance, absence, time evaluation and shifts.

#### - ONLINE DOCUMENTATION STORAGE

The system is able to store documentation which can be uploaded into the system. This could be contracts of employment, IRP5's etc. The storage is secure and can only be viewed by the employee, secured with a user name and password.

#### - LEAVE MANAGEMENT

The employee and his manager/approver has online access to leave applications. The leave is approved via a work flow ensuring the leave is processed from application to approval. This in turn can be sent to payroll for upload of leave taken.

#### - ONLINE PAYSLEIPS

The solution caters for secure uploading of employee payslips, thus eliminating the need for printed payslips. After processing, payslips are securely posted to the solution and employees are notified via email. Employees are then able to access the system securely and view/print the payslip.

#### - TRAINING

Training assists organisations in maximising the employee performance. The main objectives of personal development is to qualify the employees so that they meet the requirements, increase the employee's motivation and productivity and reduce employee turnover.

#### - EXPENSES AND CLAIMS MANAGEMENT

This is a streamlined and paperless claims solution. Claims and expenses including travel, overtime, reimbursed expenses etc., are applied for online by the user/employee. The claim is approved by the manager through a work flow process. This can also be uploaded to payroll for payment of the claim ensuring that the employee is paid in line with SARS requirements and on time.

# 05 PAYROLL OUTSOURCING SOLUTION

**S**A Personnel offers faster, easier payroll solutions that unlock insights, improve compliance, and drive toward comprehensive human capital management. Robust payroll software is the centerpiece of our human capital management solution. With SA Personnel you do not need to worry about securing your payroll. Our Solution is simple but accurate, giving you the freedom to focus on what is important to you - being more productive and profitable. Our Payroll system is customizable allowing you to add modules and combine functionality as and when your organization grows. With SA Personnel's experience in Payroll you can run your payroll with complete confidence and accuracy. Our service offering provides full reporting, sending of payslips and ensures that everyone in your business is paid correctly and on time.

## **- COLLATION AND PROCESSING OF THE MONTHLY PAYROLL**

We will process your payroll from the collation of all input to capturing of any changes ensuring that the payroll is processed and your deadline is met.

## **- RECONCILING OF ALL COMPANY AND OTHER DEDUCTIONS**

The payroll will be reconciled and you will be supplied with a report and or payroll journals for input into your accounting system.

## **- GENERATING OF PAYSLEIPS**

We can supply you with printed payslips or in PDF format for emailing.

If you choose to make use of the HR Management ESS online solution, payslips will be securely uploaded to the employee's personal profile.

## **- GENERATING OF PAYROLL REPORTS**

Standard reports, including a variance, costing, statutory, medical aid etc., can be generated for you. If you require a report that is not part of the standard ones available, we can tailor a report to your specific requirements.

## **- RECONCILING AND ISSUING OF IRP5'S**

At the end of the tax year, we can do your tax reconciliation on your behalf and submit the data to SARS via e@syfile and issue the IRP5's/IT3A's for all employees.





# 06

## - NETT & THIRD PARTY PAYMENTS

At an additional cost we can pay your nett pay and third party payments, such as Retirement Fund Contributions, Medical Schemes, Garnishees and SARS etc. This service would include sending a Remittance Advice and Payment Schedules to the Third Parties paid.

## - STATUTORY RETURNS AND SUBMISSIONS

At an additional cost the statutory returns, including the EMP201 to SARS for the payment of UIF, SDL and PAYE, can be submitted on your behalf. This will also include the submission of the UIF declaration file of data to the Department of Labour on a monthly basis.

## - MANAGEMENT OF LEAVE

The management of leave can be done on the payroll system, however the input would be required from the client. If you decide to make use of the HR Management (ESS) system, the leave will automatically be processed to the payroll saving you time and hassles of maintaining a manual leave system.

## - STRUCTURING OF SALARIES

If you require the assistance of structuring salaries, we will be able to assist you and advise on the most tax effective way, ensuring that you remain compliant with the stringent SARS rulings around the structuring of salaries, especially relating to car allowances and company owned vehicles.

## - CALCULATION OF RETRENCHMENT PACKAGES

We will assist you with the calculation of retrenchment packages which typically include notice pay, leave pay, severance pay and or any bonus applicable.

## - APPLICATION OF TAX DIRECTIVES

If we are already submitting your EMP201, we will be able to apply for tax directives from SARS on your behalf for employees and will issue you with the Tax directive which will indicate the amount of tax to be withheld from an employee.

# 07

## **- MANAGING OF EMPLOYEE BENEFITS**

We can assist in managing your employee benefits. This will include the medical scheme your company uses, to add, terminate and/or change any items for employees. The same would apply to Retirement Funds and we will assist with the engaging of new employees on the fund and the withdrawal of terminated employees.

## **- MANAGING AND ADMINISTERING OF GARNISHEE ORDERS**

Garnishees can be a cumbersome task for employers to handle, however it is mandatory once received, that deductions must be made from employees and paid over to the Garnishor or Maintenance Court. We can assist in ensuring that these are handled correctly and follow up on outstanding balances to ensure that employees are not being overcharged.

## **- COIDA RETURNS AND SUBMISSIONS**

Workmen's Compensation Annual Return of Earnings are based on the previous tax year figures. This needs to be submitted to COIDA online before the deadline.

We can assist you to submit the return on time and supply you with the Assessment for payment.

Once the payment has been made to COIDA, we will request a Letter of Good Standing for your company.

## **- UIF REGISTRATIONS**

UIF Registrations for new companies or name changes can be done on your behalf at the Department of Labour.





# RECRUITMENT 08

Within SA Personnel we have a division specifically dedicated to the recruitment needs of our clients. Our teams of consultants operate from our offices in Johannesburg providing a full search and selection offering. We have extensive experience and tools to assist in sourcing the best local people and executives for our clients.

The role of a recruitment consultancy is to act as an intermediary, identifying and sourcing suitably qualified candidates on behalf of its clients. Candidates are recruited either for permanent or contract positions (typically for a fixed term) or on a temporary basis.

We will deliver a fully comprehensive sourcing strategy that covers standard forms of sourcing as well as innovative solutions to ensure we are attracting the most suitable candidates in the market. We work with each of our clients to develop a sourcing solution based on a combination of the following:

#### - Targeted Search

We have a dedicated research team that analyses the market to identify the most suitable talent for your organisation.

#### - Network/Referrals

We have built up an extensive candidate network in our over 10 years of operation. Each consultant also has a personal network of contacts from which to gauge interest and solicit referrals.

#### - Online advertising/Social Media

As one of leading agencies we guarantee prime positioning and visibility in the print media to ensure maximum response.

Our extensive verification process ensures we are only recommending the most qualified candidates for your job opening to you.

# 09 PARTNERS





## **Sandton**

**Katherine & West  
4th Floor, Unit 28  
114 West Street  
South Africa**

**011 911 3888**

**info@sapersonnel.co.za**

## **Cape Town**

**Granger Bay Court  
Beach Road  
Western Cape  
South Africa**

**021 410 7600**

**info@sapersonnel.co.za**

## **Durban**

**Umhlanga ,Ridge 3  
Unit 9  
8 Richefond Circle  
South Africa**

**011 506 8600**

**info@sapersonnel.co.za**

s.a. personnel

[www.sapersonnel.co.za](http://www.sapersonnel.co.za)

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