

EJMPay overview

Remove the tears and drama out of Payroll and HR management!

This module assists HR with

- the management of employees
- payment of wages and salaries, and
- easy compliance with taxation and other statutory obligations.

Tax Compliant

EJMPay is tax compliant for all Southern African countries.

- It calculates tax correctly and produces relevant tax reports.
- Regular updates ensure that you have the latest and that you are up to date with tax requirements.
- Our friendly support staff helps to put the *easy* back into E@sy file

Setting up a new payroll

- A new payroll is speedily created by selecting an appropriate template according to the industry.
- All the standard functions such as UIF, WCA, other statutory and trade related functions are created.
- Thereafter, enter or amend company-specific information

Payroll name	Wages	Responsible person:	Ernst Marais
Company name	My Construction Company	Co. registration no.	2003/014268/34
Physical Address:	8 Civet Street, Esther Pa	Industrial cni number:	
Post address line 1:	P.O. Box 8256	Tax number:	7030755955
Post address line 2:	Edleen	SARS UIF number:	U030755955
Post address line 3:	Gauteng	SARS Skills number:	L030755955
Postal code:	1625	UIF number (Labour):	3746898
Telephone number:	0119765000	WCA number:	02747721634
Fax number:	0119764403	Town / City:	Kempton Park
Email:	ernst@emwin.co.za	Province:	Gauteng
Path to accounting:	C:\EJMCount\		

Company	New employee defaults	Statutory	Paying	Loan Accounts
Pay Point:	Warehouse	Pay unit:	Hour	
Pay Cycle:	4 Weeks	Tax Country:	South Africa	
Position:	Labourer	Job cost:	<input checked="" type="checkbox"/>	
Stamp:	@	Project:	0001	
Cost centre:	EXC	Resource:	LeaderExc	

Company	New employee defaults	Statutory	Paying	Loan Accounts
Industrial Council	Tax	Company's physical address		
Council: OTH	Tax year start on: 2014/03/01	* Unit number: 1		
Building	- ends at: 2015/02/28	* Complex: EJM House		
Minimum hours: 24.0	Days in tax year: 365	* Street number: 8	Street/ farm: Civet	
Standard hours: 40.0	Current date: 2015/02/28	** Suburb/ district: Esther Park	** Town/ city: Kempton Park	
Other	Recalculate for whole tax year: <input checked="" type="checkbox"/>	Postal code: 1619		
Hours per shift: 0.00	Use current tax table: <input checked="" type="checkbox"/>	* Indicates optional field		
Total shifts/ year: 0.00	Company equity/ DTI details	** Indicates either/ or i.e. either suburb or town		
Hours/day: 8.0	DTI reg. Name:			
Days/month: 21.7	DTI reg. No.:			
	EE Ref No.:			
	SETA classification: 5			
	Industry/ sector: 20			
	Trade classificat: 1412			

Setting up functions

Payroll Menu	Payroll definition	Setting up Payroll Functions																																																																																											
Function definition																																																																																													
F	Name	Input	V	Special function	+	Slip	Cost	New	Tax	TaxPer	Rflnd	Coded	Coding																																																																																
1	Accrued Leave Pay	<input type="checkbox"/>	V	Nothing	+	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	= [P90] % 6.12																																																																																
2	Cmpny contr Med Aid	<input type="checkbox"/>	F	Medical aid employer	+	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>																																																																																	
3	Indiv contr Med Aid	<input type="checkbox"/>	F	Medical aid employee	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>																																																																																	
4	BCCE											<input checked="" type="checkbox"/>	= [P96] % 0.45																																																																																
5	BCCE											<input checked="" type="checkbox"/>	= [P96] % 0.45																																																																																
6	BCCE											<input checked="" type="checkbox"/>	= [P96] % 0.125																																																																																
7	BCCE											<input checked="" type="checkbox"/>	= [P96] % 0.125																																																																																
Coding a function																																																																																													
Coding function 1 Accrued Leave Pay																																																																																													
Variables that can be used in coding a function																																																																																													
Functions:																																																																																													
Usage: [<Type><Function number>]																																																																																													
Type values: I input before calculation; P after calculation; M month; Y year to date. Example: [Y3]																																																																																													
<table border="0"> <tr> <td>1</td><td>Accrued Leave Pay</td> <td>81</td><td>Rate 1</td> <td>90</td><td>Normal+OT income</td> <td>100 to 113:</td><td>Stamp table</td> </tr> <tr> <td>2</td><td>Cmpny contr Med Aid</td> <td>82</td><td>Normal time</td> <td>91</td><td>Nr. of stamps</td> <td>114</td><td>Rate 2</td> </tr> <tr> <td>3</td><td>Indiv contr Med Aid</td> <td>83</td><td>Overtime 1</td> <td>92</td><td>Empl. hr contr.</td> <td>115</td><td>Rate 3</td> </tr> <tr> <td>4</td><td>BCCEI - indiv hourly paid</td> <td>84</td><td>Overtime 2</td> <td>93</td><td>Cmpny hrly contr.</td> <td>116</td><td>Rate 4</td> </tr> <tr> <td>5</td><td>BCCEI - cmpny hourly paid</td> <td>85</td><td>Overtime 3</td> <td>94</td><td>Nr. of shifts</td> <td>117</td><td>Shift rate</td> </tr> <tr> <td>6</td><td>BCCEI - indiv salary</td> <td>86</td><td>Overtime 4</td> <td>95</td><td>WCA Income</td> <td></td><td></td> </tr> <tr> <td>7</td><td>BCCEI - cmpny salary</td> <td>87</td><td>Total units</td> <td>96</td><td>BCCEI income</td> <td></td><td></td> </tr> <tr> <td></td><td></td> <td>88</td><td>UIF income</td> <td>97</td><td>Skills levy income</td> <td></td><td></td> </tr> <tr> <td></td><td></td> <td>89</td><td>Normal income</td> <td>98</td><td>Provident Fund</td> <td></td><td></td> </tr> <tr> <td></td><td></td> <td></td><td></td> <td>99</td><td>Social Security</td> <td></td><td></td> </tr> </table>														1	Accrued Leave Pay	81	Rate 1	90	Normal+OT income	100 to 113:	Stamp table	2	Cmpny contr Med Aid	82	Normal time	91	Nr. of stamps	114	Rate 2	3	Indiv contr Med Aid	83	Overtime 1	92	Empl. hr contr.	115	Rate 3	4	BCCEI - indiv hourly paid	84	Overtime 2	93	Cmpny hrly contr.	116	Rate 4	5	BCCEI - cmpny hourly paid	85	Overtime 3	94	Nr. of shifts	117	Shift rate	6	BCCEI - indiv salary	86	Overtime 4	95	WCA Income			7	BCCEI - cmpny salary	87	Total units	96	BCCEI income					88	UIF income	97	Skills levy income					89	Normal income	98	Provident Fund							99	Social Security		
1	Accrued Leave Pay	81	Rate 1	90	Normal+OT income	100 to 113:	Stamp table																																																																																						
2	Cmpny contr Med Aid	82	Normal time	91	Nr. of stamps	114	Rate 2																																																																																						
3	Indiv contr Med Aid	83	Overtime 1	92	Empl. hr contr.	115	Rate 3																																																																																						
4	BCCEI - indiv hourly paid	84	Overtime 2	93	Cmpny hrly contr.	116	Rate 4																																																																																						
5	BCCEI - cmpny hourly paid	85	Overtime 3	94	Nr. of shifts	117	Shift rate																																																																																						
6	BCCEI - indiv salary	86	Overtime 4	95	WCA Income																																																																																								
7	BCCEI - cmpny salary	87	Total units	96	BCCEI income																																																																																								
		88	UIF income	97	Skills levy income																																																																																								
		89	Normal income	98	Provident Fund																																																																																								
				99	Social Security																																																																																								
System variables																																																																																													
Usage: [<Type><System variable number>] Example: [P81]																																																																																													
Coding:																																																																																													
Example: [P89] + [P83] %5																																																																																													
= [P90] % 6.12																																																																																													

- Once the payroll has been created from a template, additional functions can be set up or modified.
- Simple or complex functions, that entail coding, can be set up.
- You will normally be assisted during the training and implementation phase, for setting up these functions.

Registering and editing an employee's data

Employee Maintenance

Basic | HumanResource | Bank | Contact | Statutory | UserData | Medical aid

Employee: 1 Clock: 1 Surname: Lesome Name: Abeti

o Middle name: Johannes Initials: AJ Nickname: Abeti

ID Number: 7005126087081 Birth Date: 1970/05/12 Start date: 2015/01/05

Tax start date: 2015/01/05 Tax calc date: 2015/02/28 Term date: 2020/02/01

Position: Leader - concrete Work Status: Working Pay Point: Warehouse

Pay unit: Month Pay Cycle: 4 Weeks Tax Country: South Africa

Stamp: AA Rate 1: 18.00 Rate 2: 0.00

Rate 3: 0.00 Rate 4: 0.00 Shift Rate: 0.00

Fixed tax %: 0 Fixed income: Disability tax:

Medical code: 0 Leave prov %: 6 of normal time Costed:

Project: 0001 Cost centre: CON Resource: LeaderConc

Type of identity: SA bar-coded ID

ID Photo: 

New Employee Open/close U

Employee number: 0 Clock number:

Surname: Name:

Basic | HumanResource | Bank | Contact | Statutory | UserData | Medical aid

Employee: 1 Clock: 1 Surname: Lesome Name: Abeti

o Payment Method: Transfer Account name: Lesome

Bank: ABSA Branch: 123786

Account Number: 9090659874 Branch Name: Kempton Park

Account Type: Savings account Bank Name: ABSA

Ownership: 1 Cheque No.:

Nominated Account: 1

Basic | HumanResource | Bank | Contact | Statutory | UserData | Medical aid

Employee: 1 Clock: 1 Surname: Lesome Name: Abeti

o Group: African Gender: Male

Marital Status: Married Number of Children: 3

Nationality: South African Passport country: ZAF

Occupational Level: Semi-Skilled and D Passport Number:

Education level: Primary Occupation Category: Elementary Occupa

Grading: A LabourCategory: 0

Contract Start Date: 2015/01/05 Contract End Date: 2020/02/01

Promoted: Annual Package: 0

Permanent: Employee Contract: 

Disabled:

Training Received:

Disciplinary Action:

Acknowledgement:

Payroll Menu PayDay frm_EnterUnitsMethod Enter units & calculate

Select on clock number 1 Employee number: 1 Clock number: 1
 ..on employee number Name: Abeti Lesome ID: 7005126087081
 ..on surname, name

Final adjust Cur tax year Untick for prev tax year.
 Calculation date 2015/02/28
 Within 2014/03/01 - 2015/02/28

Project	CostCntr	Resource	RateType	Class	Units	Sick or le
0002	CON	LeaderCo	1st Ra	0	170.000	
*0001	CON	LeaderCo	1st Ra	0	0.000	

Units worked

	Rate 1	Rate 2	Rate 3	Rate 4	Shift rate
0 Normal time	170.000				
1 Overtime 1	10.000				
2 Overtime 2					
3 Overtime 3					
4 Overtime 4					
5 Public holid					
6 Paid public h					
7 Annual leave					
8 Family respo					
9 Maternity					
10 Study leave					
11 Other leave					
12 Sick leave					
Total	180.000				

Installment loans

Loans	Ap	Principal	Repaid	Install %
Personal lo:	<input checked="" type="checkbox"/>	1000.00	0.00	100.00 10.0
Loan 2	<input type="checkbox"/>	0.00	0.00	0.00 0.0
Loan 3	<input type="checkbox"/>	0.00	0.00	0.00 0.0
Loan 4	<input type="checkbox"/>	0.00	0.00	0.00 0.0
Loan 5	<input type="checkbox"/>	0.00	0.00	0.00 0.0

Stamp AA now: 4 Shift now 0
 Calculate Payslip PayPoint: Warehol

180.000 Leave=Avail
 Nett pay: 3 296.70

Earnings				Deductions				Provisions			
#	Function	Yj	In	#	Function	Yj	In	#	Function	A	In
				3	Indiv contr Med Aid		0.00	1	Accrued Leave Pay	<input checked="" type="checkbox"/>	0.00
				4	BCCEI - indiv hourly pai		0.00	2	Cmpny contr Med Aid	<input type="checkbox"/>	0.00
				6	BCCEI - indiv salary		0.00	5	BCCEI - cmpny hourly	<input type="checkbox"/>	0.00
				30	UIF (Employee)	<input checked="" type="checkbox"/>	0.00	7	BCCEI - cmpny salary	<input type="checkbox"/>	0.00
				31	Short Loan	<input checked="" type="checkbox"/>	0.00	50	UIF (Company)	<input checked="" type="checkbox"/>	0.00
								51	WCA	<input checked="" type="checkbox"/>	0.00
								52	Skills Levy	<input checked="" type="checkbox"/>	0.00

Leave calculation

- **EJM** manages the leave taken by employees.
- The default allocation is the minimum required by the *Basic conditions* of the *Employment Act*.
- But, it can be changed to reflect what has been negotiated, or according to Company policy.

Units

Units can be imported from example clock cards

Payroll Menu PayDay frm_ImportMethod frm_ImportsNew

CSV-file imports 2015/02/28 Run number 2
 Payroll: 1 Wages
 Company: E J Marais (Edms) Bpk

Select the file that you wish to import
 ... C:\EJMPay\UFile.Csv

Import level:

- 1 Use default costing
- 2 Project supplied
- 3 Costing to 3 levels
- 4 Employee, Project, NT, OT1, OT2

Records to be: Appended Overwrite

Calculate Stamps:

Import Errors

Import fields required:

- 1: Employee, Rate type, Classification, Units
- 2: <like 1>, Project
- 3: <like 2>, Cost centre, Resource
- 4: Employee, Project, NT, OT1, OT2

Import field specification:

Employee: Long integer - employee's computer number
 Rate type: Integer 1-> 4; rate 1, rate 2...
 Classification: Integer 0 -> 12; 0 NT, 1 OT1, 2 OT2...
 Units: Decimal number (e.g. 18.92) units worked
 Project: String - project number in EJMPay
 Cost centre: String -cost centre in EJMPay
 Resource: String -resource code in EJMPay

Append or Overwrite

Overwrite if it is the first import that you do or if you want to discard previously imported data.
 Append if this file is the second or later file that must be added to the first file that you imported.

Payment options

- **EJMPay** creates an export file, which you can import into your internet banking.
- In **EJMPay** you also have the option of paying employees by cheque. The program has the functionality of printing cheques.
- Employees can also be paid by cash, with a coinage option. By using coinage, you can determine the lowest coin you want to count out.

Pay slips

There are various pay slip options to choose from.

		My Construction Company CC					
Payslip date:	2014/12/31			Lesome Abeti			
Payroll:	1 Wages	Clock number:	1				
Pay Point:	1 Warehouse	Employee number:	1				
Run:	2	ID No:	7005126087081				
Bank Acc No:	9090659874						
My Construction Company CC							
Employee Number:	1	Registration No:	2003/014268/34				
Company Number:	1	Postal Address:	P.O. Box 8256				
Surname:	Lesome		Edleen				
First Names:	Abeti		Gauteng				
Occupation:	Leader - concrete	Post Code:	1625				
ID No:	7005126087081	Phone:	0119765000				
For the period - from:	2015/02/01	- to:	2015/02/28	Fax:	0119764408		
Bank Acc No:	9090659874	Contract end date: (HR)	01 Februarie 2020	Medical code:	0		
<hr/>							
Payslip date:	2014/12/31	Run:	2	Pay Point:	1 Warehouse		
Earnings			Deductions				
Item	Nr.	Unit	Rate	Amount	Item	Current	YTD
Normal rate 1	170.00	Month	18.00	3 060.00	UIF (Employee)	33.30	64.80
Overtime 1 rate 1	10.00	Month	27.00	270.00	Personal loan	100.00	100.00

--	--

Total earnings: 3 330.00 **Total deductions:** 133.30

Nett Pay: 3 196.70

Tax and related:	Tax - starts at: 2014/03/01	Employee Start: 2015/01/05	Days in tax year: 365
	- ends at: 2015/02/28	Taxable income Now: 3 330.00	Birthday: 1970/05/12
	YTD taxable income 6 480.00	Re-calculated tax: 0.00	SITE: 0.00
Stamp:	Stamp code: AA	Stamps value: 0.00	Stamps now: 4 year to date: 16

Long term Loans:	Personal loan	1 007.67	repaid: 100.00	outstanding: 907.67
	Loan 2	0.00	repaid: 0.00	outstanding: 0.00
	Loan 3	0.00	repaid: 0.00	outstanding: 0.00
	Loan 4	0.00	repaid: 0.00	outstanding: 0.00
	Loan 5	0.00	repaid: 0.00	outstanding: 0.00

Standard and statutory reports

- BEE reporting: EJMPay generates reports applicable for BEE reporting
- Accident and incident reporting: Register to record the accident with facilities for attaching photographs, police and other reports. The comprehensive accident reporting system will assist you to analyse accidents, assisting you to prevent similar mishaps in future.
- Training Planning: Keeping track of courses employees need to attend, and who should attend them

Nr	Standard reports	Nr.	Statutory reports
1	Tax Report: Month	1	Annual WCA Report
2	Tax Report: Period	2	SARS EMP201
3	Tax Report: Cumulative	3	UI-19
4	Loan 1 Report	4	UIF Disk -E03
5	Loan 2 Report	5	Ufiling
6	Loan 3 Report	6	Social Security
7	Loan 4 Report	7	Equity
8	Loan 5 Report	8	BCCEI
9	Time sheets	9	Youth employment subsidy
10	Nett Pay		
11	Employee's Basic Information		
12	Employee's Extended data		
13	Bank Report (Renate)		
14	Bank Transfer List (by branch code)		
15	Bank Transfers (by employee)		
16	Bank Transfers (by branch name)		
17	Employee Basic Information (2)		
18	Employee Functions		
19	Employee Tax and Related		

20	Detailed Payroll Report
23	Cheque Listing (by employee)
24	Nett Pay with ID and Signature
25	Annual leave balance
26	Annual leave units taken - all types
27	Functions @ Employee: Period, Mnth, YTD
28	Terminated Employee List
29	Cheque Listing (by paypoint)
30	Signature list (by employee)
31	Medical Aid Fringe benefit
32	Signature list (by paypoint)
33	Proof of Employment
34	Working employees without payslips
35	Units worked
36	Audit trail per paypoint
37	Audit trail per employee
38	Tax date of employees not working
39	HR - Gender, handycap

Report writer

You can also create your own report by picking data from the various tables. These reports can also be exported to Excel or PDF.

Breker's Report Writer

Payroll: 2 Wages

Instructions:
2. Choose the table and datafields from it.

Select from table:

<div style="border: 1px solid #ccc; padding: 5px;"> EmployeeNumber ClockNumber IDNumber Surname FirstName Initials NickName OpenClose WorkStatus FinalPayslipPrinted PrintEmployeeCycle </div>	--> <--	<div style="border: 1px solid #ccc; padding: 5px;"> EmployeeNumber Surname Initials TotalUnits NickName EmployeeCellNo </div>	<p>Function names lookup table:</p> <div style="border: 1px solid #ccc; padding: 5px;"> 1 Accrued Leave Pay 2 Cmpny contr Med Aid 3 Indiv contr Med Aid 4 BCCEI - indiv hourly paid 5 BCCEI - cmpny hourly paid 6 BCCEI - indiv salary 7 BCCEI - cmpny salary 8 9 10 11 </div>
--	----------------	--	--

Cost reports

This is one of various cost reports

Cost Synopsis		Payroll Date: 2015/02/28	Run number: 2			
Project Cost Centre	Resource		Units	Rate	Cost	
0001	Warehouse P&P					
CON	Concrete					
	WorkerC		Worker concrete	Normal time	180.000	16.22
	2 919.24					
EXC	Excavation					
	WorkerE		Worker excavation	Normal time	180.000	16.22
	2 919.24					
Total for Project 0001 Warehouse P&P					360.000	5 838.48
			50.70%			41.21%
0002	Parking area at P&P					
CON	Concrete					
	LeaderCo		Leader concrete	Normal time	180.000	20.00
	3 600.40					
EXC	Excavation					
	LeaderExc		Leader excavation/ fill	Normal time	170.000	27.83
	4 730.25					
Total for Project 0002 Parking area at P&P					350.000	8 330.65
			49.30%			58.79%
Total					710.000	14 169.13

From the **EJMPay** costing system, an export journal is generated for importation into **EJM Cost and Accounting**.

Tax certificates

The system will create statutory tax reports and/ or files for:

- South Africa
- Namibia
- Botswana

EasyFile

Verify employees

Verify employee's tax return data for SARS

Employee: 1 Clock no: 1 Surname, name: Lesome Abeti

Identifying the employee		Banking	
Nature of Person	A	Account type:	Savings account
Surname/Tradenname	Lesome	Bank:	ABSA
Tax First Names	Abeti Lesome	Branch	123786
Initials	AJ	Account number	9090659874
Type of identity	SA bar-coded ID	Account name	Lesome
ID Number	7005126087081	Acc ownership	Own
Passport country	ZAF	Physical address	
Passport Number		Unit number	
Birth Date	1970/05/12	Complex	
Tax Number	7920704246	Street number	56
Directive Number		Street or farm name	Muisvoel ave
Contacting the employee		Suburb or district	Birchleigh
Home telephone	08405470423	Town or city	Kempton Park
Cell number	08405470423	Postal code	1619
Employee Email:	abeti@gmail.co.za	Postal address	Same as physical <input type="checkbox"/>
Period of employment		Post Address 1:	PO Box 3498
Tax start date:	2015/01/05	Post Address 2:	Edleen
Last cal(tax) date	2015/02/28	Post Address 3:	

Select: 1 [Next] [Previous] [Update from a previous payroll] [Update from SARS CSV file]

Create the EasyFile CSV file

EasyFile - Payroll C:\EJMPay\Lone1.acddb

Company name: My Construction Company CC

Company's physical address		Miscellaneous	
Unit number	1	Tax year (CCYY)	2015
Complex	EJM House	Recon period (CCYMM)	201408
Street number	8	Trade classification	1412
Street or farm name	Civet	Standard Industry Code	28240
Suburb or district	Either Esther Park	Live or Test file	<input checked="" type="radio"/> Live <input type="radio"/> Test
Town or city	or Kempton Park	Folder/Drive	C:\EJMPay\SARS\
Postal code	1619	File name	IRP5-Per8-15.Csv
Contact detail		Retirement funding income	
Responsible person:	Ernst Marais	Include normal income	<input checked="" type="checkbox"/>
Telephone number:	0119765000	Always calculate	<input type="checkbox"/>
Fax number:	0119764403	% on RF Income:	0.00
Email:	ernst@emwin.co.za	Create the file [Display errors]	
Reference numbers		Display PAYE data	Print this form
SARS PAYE Number	7030755955	Tax return recon.	
* SARS UIF number:	U030755955	RECONCILIATION	
* SARS Skills number:	L030755955	4101 SITE	
Co. registration no.	2003/014268/34	4102 PAYE	
* Fill in numbers if UIF and/or Skills functions used		4115 PAYE on Lump Sum	
Mandatory	Conditional	4141 UIF	
		4142 SDL	
		First certificate:	
		Last certificate:	
		No. of certificates:	