

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 you are up to date with tax requirements. Our friendly support staff helps putting 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 cnl 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
Building		- ends at:	2015/02/28	* Complex
Minimum hours:	24.0	Days in tax year:	365	* Street number
Standard hours:	40.0	Current date:	2015/02/28	Street/ farm
Other		Recalculate for whole tax year:	<input checked="" type="checkbox"/>	** Suburb/ district
Hours per shift:	0.00	Use current tax table:	<input checked="" type="checkbox"/>	** Town/ city
Total shifts/ year	0.00	Company equity/ DTI details		Postal code
Hours/day	8.0	DTI reg. Name		
Days/month	21.7	DTI reg. No.		
		EE Ref No.		
		SETA classifier	5	
		Industry/ sector	20	
		Trade classificatic	1412	
				* Indicates optional field
				** Indicates either/ or i.e. either suburb or town

Setting up functions

Payroll Menu | Payroll definition | **Setting up Payroll Functions**

Function definition

F #	Name	Input	V:	Special function	+	Slip	Cost	New	Tax	TaxPer %	Rfind	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 checked="" 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]

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

System variables
Usage: [<Type><System variable number>] Example: [P81]

81	Rate 1	90	Normal+OT income	100 to 113:	Stamp table
82	Normal time	91	Nr. of stamps	114	Rate 2
83	Overtime 1	92	Empl. hr contr.	115	Rate 3
84	Overtime 2	93	Cmpny hrly contr.	116	Rate 4
85	Overtime 3	94	Nr. of shifts	117	Shift rate
86	Overtime 4	95	WCA Income		
87	Total units	96	BCCEI income		
88	'UIF' income	97	Skills levy income		
89	Normal income	98	Provident Fund		
		99	Social Security		

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 entails coding can be set up. You will normally be assisted during the training and implementation phase for setting up 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

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: **Accept**

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

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

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

Group: African Gender: Male

Marital Status: Married Number of Children: 3

Nationality: South African Passport country: ZAF

Occupational Level: Semi-Skilled and Di 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:

Basic HumanResource Bank Contact Statutory UserData Medical aid

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

Contact No: 08405470423 Employee Cell No: 08405470423

Employee Email: abeti@gmail.co.za Maiden Name:

Kin Name: Eve Kin Relationship: Wife

Kin Contact No: 082 785 4136

Post Address 1: PO Box 3498 Res. Address 1: 56 Muisvoel ave

Post Address 2: Edleen Res. Address 2: Birchleigh

Post Address 3: Res. Address 3:

Post Postal Code: 1625 Res. Postal Code: 1619

Region: A

For SARS: physical address

* Unit number

* Complex

* Street number: 56

Street/ farm: Muisvoel ave

** Suburb/ district: Birchleigh

** Town/ city: Kempton Park

Postal code: 1619

* Indicates optional field
** Indicates either/ or i.e. either suburb or town

Pay points

Allocate employees to pay points.

This can be used as a sorting criteria in various reports such as payslips.

Note: costing is not done according to pay points. An employee such as a driver can be allocated to one site (Head Office) but his costs can be allocated to various other sites according to his time sheet.

Payroll Menu PayDay Pay point

Number	Paypoint Name
1	Warehouse
2	Office
*	(New)

Cost allocations per project, cost centre and resource.

The Payroll allocates cost to projects, cost centres and resources. Thus you will always know what the labour related cost is for a project. Alternatively you can choose that labour isn't allocated to projects, resources or cost centres and be thus handled as overhead

Code	Description
0001	Warehouse P&P
0002	Parking area at P&P
*	

Projects

Code	Description
BWC	Brickwork
CON	Concrete
EXC	Excavation
FRM	Formwork
PLAS	Plaster & paviour
*	

Cost centres

Code	Description
LeaderConc	Leader concrete
LeaderExc	Leader excavation/ fill
WorkerConc	Worker concrete
WorkerExc	Worker excavation
*	

Resources

Enter Units

The easy to use screen allows you to enter units for employees and functions. Press the calculate button and view the payslip immediately.

Employee Details:
 Employee number: 1, Clock number: 1
 Name: Abeti Lesome, ID: 7005126087081

Project	CostCntr	Resource	RateType	Class	Units	Sick or le
0002	CON	LeaderCo	1st Ra	0	170.000	
0002	CON	LeaderCo	1st Ra	1	10.000	
*0001	CON	LeaderCo	1st Ra	0	0.000	

Units worked:
 Total: 180.000

Calculate Payslip PayPoint: Warehol

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 pa		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 Employment Act but it can be changed to reflect what has been negotiated or according to Company policy.

Units can also be imported from for example, clock cards:

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.

Payslips

There are various payslip 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 Name:	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		
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

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		

- **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

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: tbl_Employee

		Function names lookup table:
<div style="border: 1px solid gray; padding: 2px;"> EmployeeNumber ClockNumber IDNumber Surname FirstName Initials NickName OpenClose WorkStatus FinalPayslipPrinted PrintEmployeeCycle </div>	--> <--	<div style="border: 1px solid gray; padding: 2px;"> EmployeeNumber Surname Initials TotalUnits NickName EmployeeCellNo </div>
		<div style="border: 1px solid gray; padding: 2px;"> 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>

Cancel
< Back
Next >
Edit
Delete
Finish

Cost reports

This is one of various cost reports:

Project		Cost Centre	Resource	Units	Rate	Cost
Cost Synopsis Payroll Date: 2015/02/28 Run number: 2						
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	LeaderExcLeader 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 Costing 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/Tradename	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.accdb

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	<input type="button" value="Create the file"/> <input type="button" value="Display errors"/>	
Reference numbers		<input type="button" value="Display PAYE data"/> <input type="button" value="Print this form"/> <input type="button" value="Tax return recon."/>	
SARS PAYE Number	7030755955	RECONCILIATION	
* SARS UIF number:	U030755955	4101 SITE	
* SARS Skills number:	L030755955	4102 PAYE	
Co. registration no.	2003/014268/34	4115 PAYE on Lump Sum	
* Fill in numbers if UIF and/ or Skills functions used		4141 UIF	
Mandatory Conditional		4142 SDL	
		First certificate:	
		Last certificate:	
		No. of certificates:	