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\		

Tabs: 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:	✔
Stamp:	@	Project:	0001
Cost centre:	EXC	Resource:	LeaderExc

Tabs: Company | New employee defaults | Statutory | Paying | Loan Accounts

Industrial Council

Council:	OTH

Building

Minimum hours:	24.0
Standard hours:	40.0

Other

Hours per shift:	0.00
Total shifts/ year	0.00
Hours/day	8.0
Days/month	21.7

Tax

Tax year start on:	2014/03/01
- ends at:	2015/02/28
Days in tax year:	365
Current date:	2015/02/28
Recalculate for whole tax year	✔
Use current tax table:	✔

Company equity/ DTI details

DTI reg. Name	
DTI reg. No.	
EE Ref No.	
SETA classification	5
Industry/ sector	20
Trade classification	1412

Company's physical address

* Unit number	1
* Complex	EJM House
* Street number	8
Street/ farm	Civet
** Suburb/ district	Esther Park
** Town/ city	Kempton Park
Postal code	1619

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

Setting up functions

Function definition

F	Name	Input	V	Special function	+	Slip	Cost	New	Tax	TaxPer	RfInd	Coded	Coding
1	Accrued Leave Pay	☐	V	Nothing	+	☐	☑	☐	☐	0.00	☐	☑	= [P90] % 6.12
2	Cmpny contr Med Aid	☐	F	Medical aid employer	+	☐	☑	☐	☐	0.00	☐	☐	
3	Indiv contr Med Aid	☐	F	Medical aid employee	-	☑	☐	☐	☐	0.00	☐	☐	
4	BCCE											☑	=[P96] % 0.45
5	BCCE											☑	=[P96] % 0.45
6	BCCE											☑	=[P96] % 0.125
7	BCCE											☑	=[P96] % 0.125
8												☐	
9												☐	
10												☐	
11												☐	
12												☐	
13												☐	
14												☐	
15												☐	
16												☐	
17												☐	
18												☐	
19												☐	
20												☐	
21												☐	

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 calcualtion; 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
8
9
10
11
12

System variables

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

81 Rate 1
82 Normal time
83 Overtime 1
84 Overtime 2
85 Overtime 3
86 Overtime 4
87 Total units
88 'UIF' income
89 Normal income

90 Normal+OT income   100 to 113: Stamp table
91 Nr. of stamps   114 Rate 2
92 Empl. hr contr.   115 Rate 3
93 Cmpny hrly contr.   116 Rate 4
94 Nr. of shifts   117 Shift rate
95 WCA Income
96 BCCEI income
97 Skills levy 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

Field	Value	Field	Value	Field	Value
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:

Open/ close U

New Employee

Employee number: 0   Clock number:

Surname: Name:

Accept

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

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

Field	Value	Field	Value
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
Marital Status:	Married
Nationality:	South African
Occupational Level:	Semi-Skilled and Di
Education level:	Primary
Grading:	A
Contract Start Date:	2015/01/05
Promoted:	☐
Permanent:	☑
Disabled:	☐
Training Received:	☐
Disciplinary Action:	☐

Gender:	Male
Number of Children:	3
Passport country	ZAF
Passport Number:	
Occupation Category:	Elementary Occupa
LabourCategory:	0
Contract End Date:	2020/02/01
Annual Package:	0
Employee Contract:	
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 a s driver can be allocated to one site (Head Office)but his costs can be allocated to various other sites according to his time sheet.

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
BWO	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.

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 changed to reflect what has been negotiated or according to Company policy.

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

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 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:	0119764403
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
1	Tax Report: Month
2	Tax Report: Period
3	Tax Report: Cumulative
4	Loan 1 Report
5	Loan 2 Report
6	Loan 3 Report
7	Loan 4 Report
8	Loan 5 Report
9	Time sheets
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

Nr.	Statutory reports
1	Annual WCA Report
2	SARS EMP201
3	UI-19
4	UIF Disk -E03
5	Ufiling
6	Social Security
7	Equity
8	BCCEI
9	Youth employement subsidy

- **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

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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

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 Costing and Accounting.

Tax certificates

The system will create statutory tax reports and/ or files for:
- South Africa
- Namibia
- Botswana

EasyFile

Verify employees:

Create the EasyFile CSV file: