

Sage Pastel Payroll & HR

MicrOpay



For start-up businesses
Super fast. Super easy. Compliant payroll.



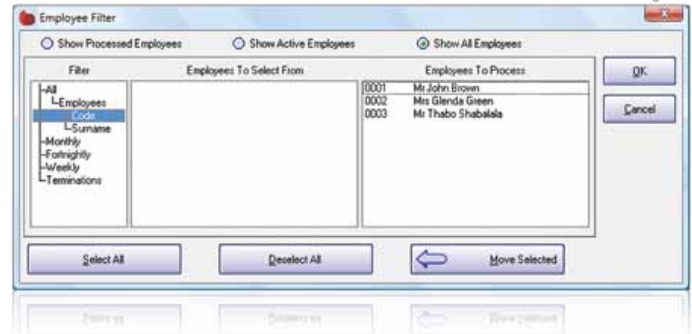
Sage Pastel MicrOpay is super fast and super simple. This Payroll Solution is suitable for start-up businesses in an uncomplicated Payroll environment. With Sage Pastel MicrOpay you'll have peace of mind that your Payroll is legally compliant.

- All statutory requirements, e.g. EMP201 and EMP501 returns, OID, SDL and UIF declarations are catered for.
- Integrates with SARS e@syFile for annual and bi-annual PAYE submissions.

Scope

- Pre-defined earning and deduction transactions.
- Process weekly, fortnightly and monthly paid employees in the same company.
- Use the Employee Filter facility to select the required employees and generate reports by employee code, pay frequency, etc.

New look coming soon



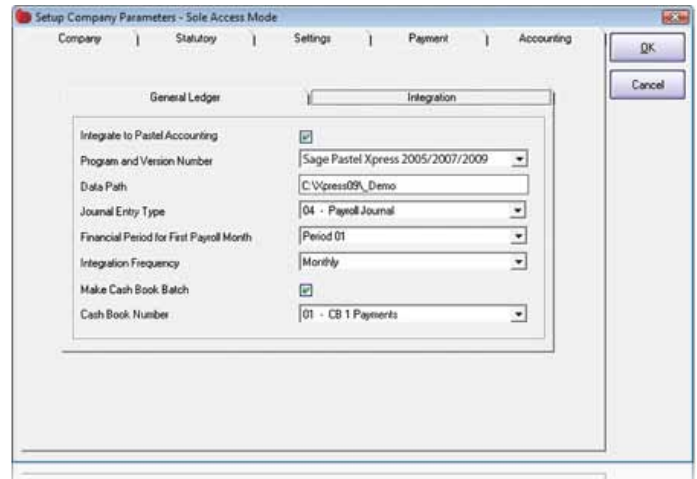
Assistants (Wizards)

- Sage Pastel MicrOpay has many Assistants (Wizards) which guide you through tasks making them simple and intuitive, e.g. the Setup Assistant, Payroll Run Assistant, Period / Year-end Update Assistant and the Payslip Paper Style Assistant.
- Use the Setup Assistant to create your company in minutes, by answering a few simple questions and selecting your preferred date and formats. It's that easy!

General Ledger Integration

- Sage Pastel MicrOpay allows you to generate payroll and cashbook journals for seamless General Ledger Integration with Sage Pastel Xpress and Sage Pastel Partner Accounting.
- Integrate by expense account.

New look coming soon



Simple, Quick and Easy-to-Use

New look coming soon



Super fast. Super simple. Payroll software for start-up businesses.

Sage Pastel MicrOpay ships with all the basic transactions to get your business up and running in minutes and caters for up to 5 employees. As your business grows, your Payroll Software can grow with you. Upgrade from Sage Pastel MicrOpay to Sage Pastel Partner Payroll or Sage Pastel Payroll 5in1 and receive all the additional functionality your growing business requires, including customisation, ensuring that all your Payroll requirements are met.

At Sage Pastel Payroll & HR, we believe in working smarter, not harder. Meeting your South African Revenue Services (SARS) obligations every month takes considerable time and know-how. So you'll appreciate Sage Pastel Payroll & HR's easy, efficient processing ability. At the touch of a button, you'll comply with even the most complex of legislation with our software that does it all for you. Our dedicated focus and specialist expertise are the reasons why more businesses choose us as their preferred Tax, HR and Payroll partner.

Automated Updates

- If you have an active internet connection, installing new updates for your Payroll and HR Software will be quick and simple.
- With our latest Automated Updates technology, your Payroll Software will always be processed using the latest version with up-to-date legislative changes.
- You no longer need to visit our website to download and install updates manually, our software now does it all for you.

Payroll News (RSS Feeds)

- Sage Pastel MicrOpay will publish RSS Feeds to keep you informed of any legislative changes, important industry related news and new software releases and features.

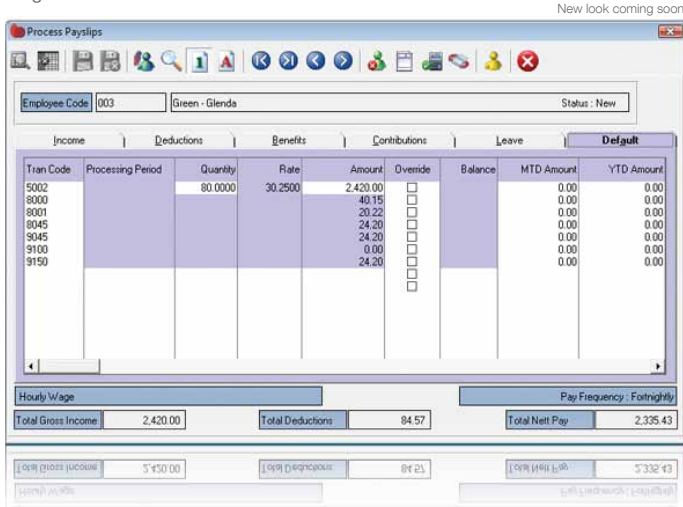
Compliant with SA Legislation

- Electronic submission of the monthly UIF declaration.
- Sage Pastel MicrOpay caters for the calculation of pay for annual leave taken, severance and notice pay according to the Basic Conditions of Employment Act (BCEA).
- Caters for many different types of tax calculation methods e.g. periodic, average, directive, director's tax, etc.
- Annual tax table and regular statutory upgrades keep your Payroll up-to-date with legislative changes.

- All transactions you require are already created upon installation.
- Process the payslips in 'real time' mode with live on-screen calculations.
- Quick and easy termination or reinstatement of employees.
- An on-screen Status Bar indicates which period your Payroll is currently in.
- Quickly set up new employees by linking them to a pre-defined employee profile that automatically populates their standard transaction information.
- Allows you to link all employee information such as CV's, letters of employment, disciplinary letters, schedules, etc. Notes can also be linked to external documents such as Spreadsheets.
- Adding a new employee is easy, fast and intuitive, with the Quick Edit Mode guiding you through all the statutory fields that need to be completed.
- Store relevant information, such as photographs of your employees for easy identification.

Payslips

- Sage Pastel MicrOpay automatically calculates all the income, deductions and company contributions according to your requirements.
- E-mail a password-protected payslip to your individual employees.
- View the payslip with the nett salary on-screen before you print cheques and generate electronic bank transfer files.



Enhanced Help Facilities

- A context-sensitive Help Facility (F1) is available with detailed explanations of each function or field.
- The Legislative Help File details all the statutory requirements for your Payroll.

Processing

- Perform 'what-if' payslip calculations on-screen.
- Process by exception - you only need to enter pay and / or deduction information when there are changes, e.g. overtime.
- Process and print payslips for groups or for selected employees.
- Affect global changes for employees linked to a specific profile, eliminating the need to adjust each individual masterfile.
- Control employee loans.
- Supports fifth week or third fortnight payroll processing.
- Records and accumulates shifts worked.

Leave Processing

- Automatic accrual of annual leave days due with detailed leave records for all leave types on an annual, daily or hourly basis.
- Calculate the number of leave days by automatically excluding non-working days in the leave period.
- Automatic leave payout on termination of employees.

Reporting

- Output reports to screen, printer, Microsoft® Word and Excel, PDF or HTML.
- Option to preview payslips on-screen before the final payroll calculation is done.
- Print transaction history reports for any period.
- Print coinage analysis for defined cash payout denominations.
- Generating reports is made easy with an advanced filter function to select

the relevant employees for the report.

- Reprint payslips for previously processed periods.

Provides Flexibility

- Process special payroll runs such as commissions, bonus pay outs, back-pay, etc.
- Process payslips for individuals or for groups of employees at any time, using the Employee Filter option.
- Define your coinage denominations for cash payments.

Password Control

- Password protected user access to your company.

Module: Risk & Payroll Management

Sage Pastel Payroll & HR, enabled by Sage Netcash, brings added functionality: Validate. Verify. Checks. Payments.

Bank Accounts (Verify and Validate)

Bank account validation ensures that a valid bank account has been entered into your Payroll System and bank account verification ensures not only that the bank account is valid and in existence but also that it is in the name of the employee specified on your Payroll. This eliminates one of the most critical areas of payment fraud in your Payroll run i.e. paying one employee's salary into a "fake" or erroneous bank account of another individual.

ID Numbers (Verify and Validate)

By validating and verifying the ID Numbers on your Payroll you create complete peace of mind not only that your employee has provided a valid ID Number but also that the ID Number has been verified as belonging to the associated employee and is recorded on the Department of Home Affairs list of official ID Numbers. This eliminates both fake ID Numbers as well as ID Numbers not associated with the given employee.

Salary Payments

Salary payment batches are created automatically within your Payroll System and forwarded to Sage Netcash without creating the infamous "text files" which previously needed to be stored on the hard drive of your Payroll Administrator's computer and then forwarded or transferred to the authorised user of your banking software for transmission to the relevant bank. This improves efficiency and eliminates yet another potential area for payroll fraud via the editing of the payroll text file batch once it has been created in the payroll and before it is imported into the banking software.

You receive the Bank Account and ID Number Validation service free of charge. In addition, you will receive a total (cumulative) of 10 free Verifications that you can use for either Bank Accounts or ID Numbers.

Sage Pastel Payroll & HR Product Range Family Tree

Product	Business environment
Sage Pastel My Payroll Online	Start-up and small businesses (online Payroll Solution). No jargon. All you need is an internet connection. Single user, multi-company or upgrade.
Sage Pastel MicrOpay	Start-up businesses, uncomplicated Payroll environment. Up to 5 employees (upgradeable to unlimited employees at an additional charge).** Single user, single company.
Sage Pastel Partner Payroll	Small, medium and larger businesses. From 10 employees (upgradeable to unlimited employees at an additional charge).** Single user (upgradeable), multi company.
Sage Pastel Payroll 5in1	Small, medium and larger businesses. Up to unlimited employees (dependant on your purchased employee bracket).** Single user (upgradeable).
Sage Pastel Accounting	Start-up, small to larger sized businesses. Pre-defined user-breaks.

Included: Telephonic and e-mail support for the first year as well as legislative and product updates.*

Sage Pastel Payroll & HR

MicrOpay

10 Reasons to choose Sage Pastel Payroll & HR

- More businesses use Sage Pastel Payroll & HR than any other payroll package.
- No compulsory set up costs.
- Ships with pre-defined sets of transactions to get your business up and running in minutes.
- Caters for your statutory reporting requirements including EMP501 and EMP201 Returns.
- Step-by-step Assistants (Wizards) to ensure efficient processing.
- Seamless GL integration with the Sage Pastel Accounting suite.
- Backed by an extensive national service and support infrastructure.
- Caters for the growth of your business.
- Specialised modules to cater for industry specific requirements.
- Trusted by Accountants. Designed by South Africans for South African businesses.

Rely on Sage Pastel Payroll & HR and ensure your business complies with SA legislation:

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

System Requirements

	Minimum	Recommended
Workstations or Stand-alone machines		
Hardware	Pentium III 1.0GHz Processor	Pentium IV 2.0GHz Processor
Operating System	Microsoft Windows XP Service Pack 3 ^Δ	Microsoft Windows XP Service Pack 3, Vista or 7 ^Δ
Screen Resolution	1024x768	1024x768
RAM	1GB	2GB
Other	DVD-ROM	DVD-ROM, Internet Connection
Server machines (for network environments and multi-user systems)		
Hardware	Pentium IV 2.0GHz Processor	Pentium IV 3.0GHz Processor
Operating System	Microsoft Windows 2003 Server, XP Service Pack 3, Vista or 7 ^Δ	Microsoft Windows 2003 or 2008 Server ^Δ , XP Service Pack 3, Vista or 7 ^Δ
Screen Resolution	1024x768	1024x768
RAM	2GB	4GB
Other	DVD-ROM	DVD-ROM, Internet Connection

^Δ Microsoft Windows XP, Vista and 7 Starter and Home editions not supported

^{*}Subject to an annual licence fee. If your licence fee contract lapses with more than 4 months, you will have to re-purchase the software at the full price should you wish to recommence usage.

^{**}The employee bracket you purchased determines the number of employees you can load into the software. If you purchase Sage Pastel MicrOpay from a retail store, your software will only cater for 5 employees. Should you require more employees (a higher employee bracket), you can upgrade with our Sales Team on +27 11 304 4200.

Sage Pastel Payroll & HR

For more information contact your local Payroll Business Partner / Reseller. Alternatively, contact Sage Pastel Payroll & HR directly on:

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Comparative Features Table

	Sage Pastel My Payroll Online	Sage Pastel MicrOpay	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	MSSQL	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 logo's & pictures onto the payslips & reports	Yes (Payslips only)	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
Reporting				
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 EMP201's (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.

This software 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.

