



People make business work



eqbasic is the core of all our HR products. It bundles payroll processing with basic HR administration such as leave. Starting at just R325 per month*, **eqbasic** is tailor-made to suit small and medium enterprises and is affordable for any company.



Payroll processing

Pay **weekly**, **fortnightly** and **monthly** employees in a single company
IRP5s and **IT3As** are available every period
Limitless earnings and deductions, funds and contributions
Additional runs to cater for late payments, bonuses and commissions
Scheduled standard **reports** in Pdf or Excel format; electronic files that can be imported directly into **e@syFile**
Allocate costs to any cost centre
AYTD take on facility is available so that 1 tax certificate can be produced

✦ Leave administration

Processing of **leave forms**
Checking on leave balances and reporting monthly on current **leave liabilities**
Year-end report on leave liability for your **auditors**
Easy to view **LeaveCalendar**

✦ Workforce Management

Set up your company's **organisation structure** and define **positions** within the structure
Maintain **employee details** such as name, contact and address information or let them do it themselves
Record all disciplinary actions, record training courses and associated costs, record an employee's skills and qualifications.
Manage the **movement** of employees within an organisation, including transfers, promotions, demotions and terminations

✦ Online user interface

Staff members can re-print their own **payslips**

✦ BCEA charts, as applicable as required by law

✦ Payslip explanation chart to ease pressure on your admin department

✦ Basic management monitor showing daily, weekly and monthly HR tasks to assist you in managing staff effectively

✦ Basic staff handbook customised for your operation

✦ One hour free training for you and your staff on the various components

*Fee structures

eqbasic is charged on a monthly basis depending on how many staff you have. There is an initial set up fee, and on-going work on the system is then covered under your monthly retainer. There is an additional charge of R25 per payslip issued. An average business of 15 employees, with a monthly payroll of around R90,000 can expect to pay about R1,050 per month for **eqbasic**. That's just over 1% of your payroll.

The headcounts associated with each price group are:

1 – 10 employees

11 – 25 employees

26 – 40 employees

41 – 55 employees

55 – 100 employees

For further information or to make an appointment, please contact **info@eqhr.co.za**

how it works:



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072 620 7909

www.eqhr.co.za