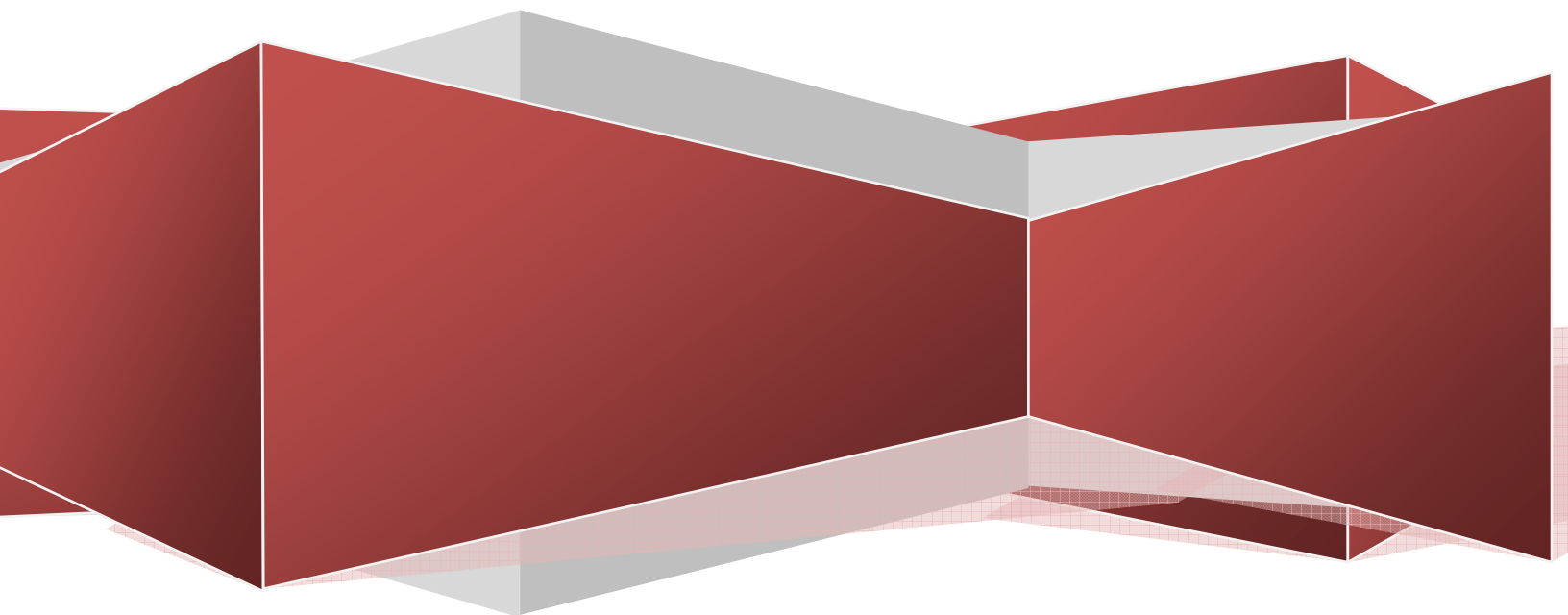


PAYROLL SOLUTIONS

Brochure



Aztro Payroll Solutions Summary

- For over 22 years, 'Aztro Payroll Solutions' have gained the necessary experience and knowledge required, to effectively manage and administer any type of payroll whether small, medium or large enterprise – Nationally.
- Aztro Payroll Solutions is associated with Accsys, an award winning South African software company specialising in people management solutions. With over 3000 companies using their solution and over 14 million payslips initiated per year, Accsys have established their payroll solution as a market leader.
- Aztro Payroll Solutions has essential expertise and commitment to offer your organization the most comprehensive, precise and flexible payroll solution which is also fully equipped to handle any statutory or legislative issues.
- Our commitment to our clients ensures our continued success.

Market trends show that businesses who have evaluated the efficiency of their payroll administration found that outsourcing the payroll is a more cost-effective solution due to the constant changing legislation

Payroll Outsourcing Solution

Our payroll solution aims to effectively manage and administer the payroll function and is not limited to only payroll processing

Services Offering:

- Statutory & Legislative Compliance
- Leave Administration
- Legislative Queries with SARS
- Keeping of all payroll related statutory records
- Submission of monthly EMP201 Returns to SARS
- Annual Submission and reconciliation of EMP501 & IRP5's
- Submission of COID returns
- Generated EFT files, payslips and Month end cost reports
- Administer and liaise with third parties
- Generate General Ledger / Salary Journals
- Package Calculator for prospective employees

We supply Accurate, Cost effective Needs based Payroll Solutions

Payroll Outsourcing Processes

- Input
 - Designated client contact person responsible for preparing, authorizing and supplying payroll input
 - Aztro processes input and audits legislative compliance
- Payroll review
 - Aztro will be responsible for variance report for review and approval
- Payroll Authorization
 - The client is responsible for signing off the payroll and authorizing salary payments
- Reports and interfaces
 - Standard reports in PDF and/or Excel format
 - Interfaces are generated as required (GL files)
 - Reconciliation of third parties (Provident, Med Aid)

Benefits of outsourcing

- Comprehensive payroll processing on Accsys software.
- Month to month detailed payroll variance reports to ensure accurate payroll
- Processing and distribution of payslips (hardcopy or electronic format)
- Submission of monthly EMP201 declarations to SARS
- Comprehensive processing of mid and tax year end submissions
- Cost effective administration
- Access to specialized employee taxation advise
- Accurate leave administration
- Database administration in the hands of outsourcing

Advantages

- Use your existing payroll documentation – Flexible
- Customized reports to match your business requirements
- Financial and personnel data secured and available in any format immediately
- Reliability content of personnel database
- Flexible outsourcing solution to suit your needs
- Payroll function continuity
- Compliance to all statutory requirements