



SIMPLIFIED PAYROLL SOLUTIONS FOR SMALL BUSINESSES

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THE TEAM



Michelle van Wyk is the Managing Director of U-I-Easy. Her career originated in the financial sector as a payroll consultant, where after she became consulting manager in the Payroll industry.

UIEasy aims to empower our clients to become business champions by enabling them to focus on their core business, whilst we focus on **Payroll**.

Our company consists of a team with a range of specialised **Payroll and HR skills** that differ but complement each other. We aim to be innovative partners to our clients by minimising their risk, resolving uncertainties and maximising their efficiency.

Our culture is one of passionate enthusiasm and an uncompromising commitment to excellence and reliability for your **Payroll and HR functions**.

SERVICES

1. Initial meeting to discuss Parameters and Requirements

- Kick-off meeting to discuss the Payroll Process, confirm all Responsible parties, Current Payroll system and number of employees, Implementation Timeline, Payroll Calendar, Bank File, Payroll Input, Project Plan and Take-on Query sheets
- Set-up of payroll parameters in the payroll system.
- Setting up and/or adjusting payroll parameters (Earnings; Deductions; Company Contributions; Provisions; Calculations; Leave; Tax and other country-specific statutory calculations; Retirement Funds and Payslip Layouts) to ensure Statutory Compliance
- Agreeing the payroll parameters to the various company policies
- Confirming non-financial data converted to **UIEasy's** system from **Client's** internal system to ensure completeness and accuracy
- Confirming leave, loan and garnishee order balances with the client's records
- Discuss and setup Standard Reports and Payslip requirements
- Compile Company Blueprint document

2. The following are examples of Out-of-Scope Services and will be quoted and charged per hour:

- Financial Take-on per month
- ETI Setup and Take-on
- Sage Self Service (SSS) Cloud Leave System Setup
- General Ledger Interface Setup
- 3rd Party Interfaces Setup and Payments
- Customized Reports

3. Monthly Responsibilities and services rendered

- Processing of monthly input and changes (e.g. new engagements, terminations, advised ad hoc earnings and deductions)
- Processing the restructured benefit selections of employees, due to ad hoc salary increases, promotions, changes in medical aid, etc.
- Processing employees' leave days taken
- Calculating the retirement funding income to reflect on the annual IRP5s.
- Obtaining approval from **Client's** management for the payroll.
- Advising **Client** of the total salary cost to be deposited in the bank account.
- Preparing an electronic transfer file for employees' net salaries.
- Generating GUID codes for new employees and uploading payslips to the cloud.
- Submission of electronic UIF declaration file to UIF Commissioner.
- Preparing a schedule to advise **Client** of the amounts due for statutory payments (PAYE, SDL, and UIF) and other third party payments (e.g. medical aids, retirement funds, garnishee orders, etc.)
- Providing **Client** with payroll reports as agreed on during the set-up phase.
- Providing **Client** with an electronic file to be imported into the general ledger.
- Creating new SSS employee records in payroll and notifying the client that employee record has been created
- Creating SSS payslips & IRP5's
- Support for SSS Administrator

4. Annual Responsibilities and Services rendered

- Requesting annual updates of non-financial information from employees and processing of these updates
- Preparing electronic IRP5 and IT3(a) certificates, as required by the South African Revenue Service (SARS).
- Upload tax certificates to the cloud
- Obtaining approval from **Client's** management for the annual tax certificate reconciliation in Sage.
- Monthly assistance with completing and saving EMP201 information on E-filing (Not submitting)
- Supply report to assist client with completion of the Occupational Injuries and Diseases (OID) return.
- Preparing manual IRP5s on SARS e@syFile for employees not on the payroll

CONTACT INFORMATION



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