



Payroll & HR - Key Functionality Summarised

Payroll & HR is a suite of software designed to meet the needs of small to medium businesses.

Key Features

- Quick access to current as well as historic information
- Access to employee information i.e. letter of appointment, ID and any other documents
- Ability to store images
- Training needs and records
- Company organograms
- Personal details
- User defined appraisals with score cards
- Union information
- Termination evaluation
- Multiple pay runs within a period
- The ability for a separate backpay run
- Caters for all electronic banking institutes
- Third party payments i.e. First, Old Mutual
- Cost to company functionality
- Job costing: allocate hours per job with different rates if required
- Ability to hold both tax year and company year values for reporting
- Ability to have multiple bank accounts for deductions
- Full audit trail of all changes
- Job title linking for equity and skills
- Produce the UI19 form on termination

Security

- Logins with cut-off dates and password expiry
- Emailing of payslips with secure passwords
- Multiple security levels

Records

- Medical
- Disciplinary action, disputes & grievances
- Recording of COVID
- Company assets
- Company assets information
- Promotions and transfers

Employee Self Service & Remote Access

- Manager can undertake functions on behalf of an employee (i.e print a payslip, apply for leave)
- Manager can print their own leave, calendars and reports
- Employees can update demographic information
- Employees can apply for leave on line
- Employees can print their current or historic payslips
- View training & disciplinary records
- Managers can access HR on the web
- Employee Self Service & Remote Access

Additional Notes

- Bulk updating of information facilities
- Interfaces with specific accounting packages
- Interfaces with specific Time & Attendance systems

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