



PAYROLL ADMINISTRATION

OUR PAYROLL ADMINISTRATION SERVICE INCLUDES

1. The calculation of the following for each payroll period based on the information provided by you:

- calculate salaries and wages
- calculate statutory deductions (income tax, UIF, workman's compensation, SDL, PAYE)
- provided non-statutory deduction / contribution amounts
- record leave allowances

2. We will prepare and provide you with the following for each payroll period:

- payroll summary report – monthly and weekly remuneration list
- prepare and provide electronic payslips
- on request UI reports will be completed from payroll commencement date with Office Gate Way (Pty) Ltd
- leave report
- electronic UIF submissions & summary report
- all contribution reports
- supply you with an EMP 201 report
- monthly EMP 501 reconciliation report
- provide exported mid-year and year end IRP5/IT3 certificates for EMP 501 submissions
- on request – any other VIP Payroll reports

YOUR RESPONSIBILITIES

1. To provide payroll information as necessary for us to process salaries, wages and reports accurately 4 working days before payment or Reporting Dates. Please remember that we need to load a new employee before you first pay them;

Such information includes:

- personal details of employees (IRP5)
- agreed hours of work
- rate of pay
- absences
- additional hours worked
- annual leave arrangements
- new starters
- leavers/resignations (reason for termination must be included)



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CHECKS & VERIFICATIONS



HR CONSULTING SERVICES



PAYROLL ADMINISTRATION



PSYCHOMETRIC ASSESSMENTS

