

VIP PAYROLL

The leader in payroll & hr services



premier
hr

Human Resources software

VIP PAYROLL

VIP PAYROLL is one of the leading developers, implementers and support providers of payroll and Human Resource management software for small to large organisations in South Africa. VIP's software is used by more than 25 000 companies throughout southern Africa. VIP's high level of focus, keen understanding and in-depth knowledge of the payroll market has enabled us to provide customers with relevant and pragmatic solutions.

VIP is at the forefront of payroll and HR legislative changes and continually brings new and relevant technology to the market. This assists clients to comply with tax and labour requirements set out by the South African Revenue Service (SARS) and the Department of Labour. VIP's ongoing performance and growing market share is underpinned by its superior service coupled with a user friendly application that is cost effective and reliable.

The VIP Way

At VIP we understand the importance of managing the most expensive form of resources, namely human capital. Over and above the importance of calculating salaries and paying staff correctly, VIP offers the company an unprecedented management tool. With years of experience in the HR and Payroll market, VIP supplies the organisation with meaningful output to effectively make informed decisions. The integrity of the system is further enhanced by the backup of major auditing companies.

Our offering (combining products and services) optimises productivity and increases effectiveness through processes that save time and money.

VIP PAYROLL is recognised as a leader in the Payroll and HR management industry in Southern Africa. Indeed, we are renowned for our quality offering as well as our in-depth knowledge of the payroll industry and the legislation that impacts on it.

Footprint

Softline VIP's head office is based in Pretoria with offices, training centers, consulting services and sales available in the following centers: Johannesburg, Cape Town, Durban, Port Elizabeth, Bloemfontein, Gaborone, Windhoek.

Satellite branches in Nelspruit, East London and George.

Surveys & Awards

In a survey done by leading market research company, Markinor, it emerged that 97 percent of our customers say that they will definitely recommend VIP as a payroll solution to others. The quality of our software and our product support received similar high ratings.

Additional Information

Should you require further general or product related information, please contact us on 0861 55 44 33 or e-mail us at info@vip payroll.co.za

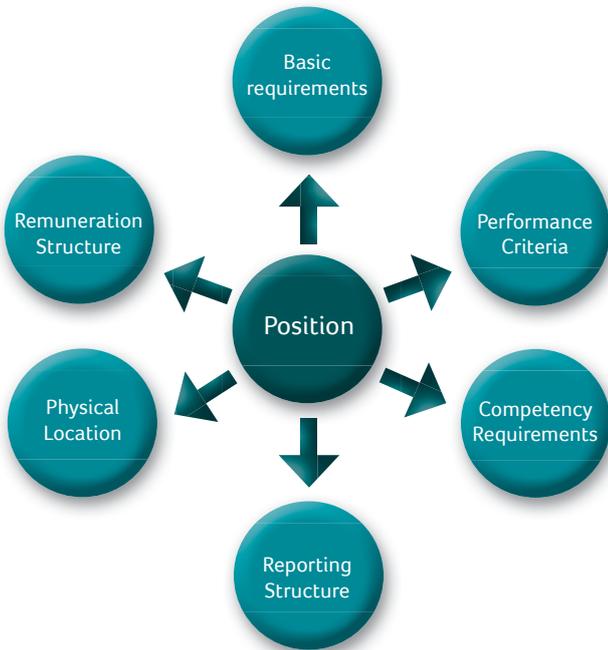
HR Software

VIP Payroll's HR application offers a logical and integrated extension to VIP's payroll offering. The HR offering has fully functional HR capabilities that stretch from job management to performance management, employment equity management, skills development, recruitment management, succession planning, document management and much more.

Benefits of using Premier HR

- The system is position-centric and HR process driven and follows a systematic HR approach throughout
- The traditional employee file can be replaced with an easy to use Premier HR electronic file with document management functionality
- Employees, Managers and Users can be reminded of important follow-up dates through added e-mailing functionality
- Various gap analyses can be done on the system to assist with general HR Management
- Managers will be able to access the employee records, conduct performance reviews and print HR Management reports of the employees who report to them
- Over 140 standard HR reports are available which include various summary, detail, grid analysis, gap analysis and graph reports
- Packaged with VIP Premier Payroll and Premier ESS, it offers a one stop integrated total solution to our client base

core modules



The Ability to Manage Jobs and Positions

The Job Management module is core to the Premier HR system and the system follows a job-centric design principle. All other modules use information defined on the position.

Premier HR can assist you to set up position profiles within your company.

- Key performance areas (KPA's) and indicators (KPI's) for the position

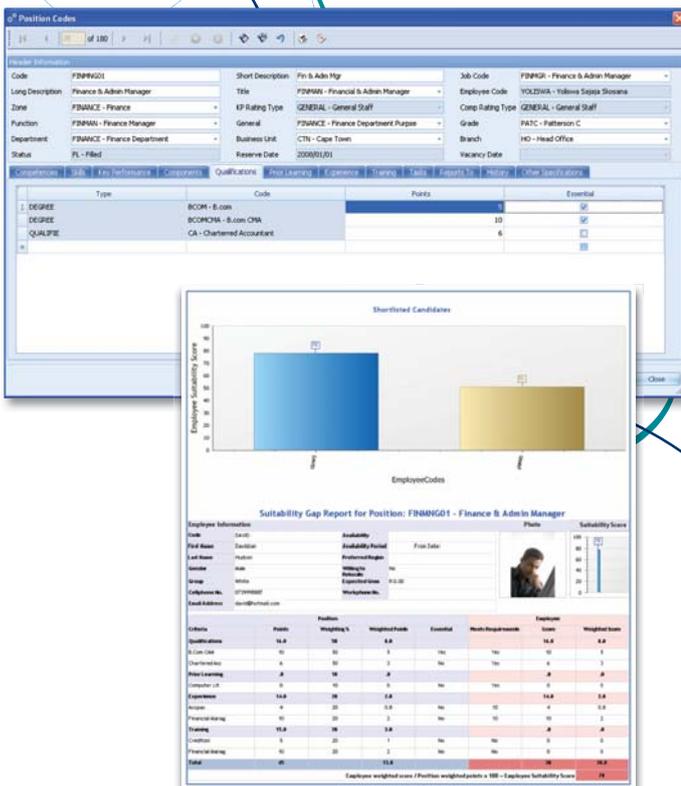
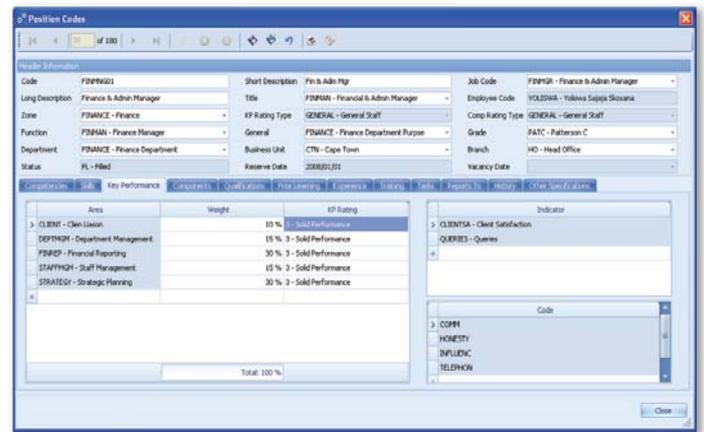
The position profile allows you to indicate:

- A proposed Personal Development Action Plan that can be drawn up for any incumbent of the position

- Where the position fits into the company hierarchy structure

The printing of up to date job profiles or organisational charts are quick and easy

- The competency requirements for the position



The requirements for the position can be indicated:

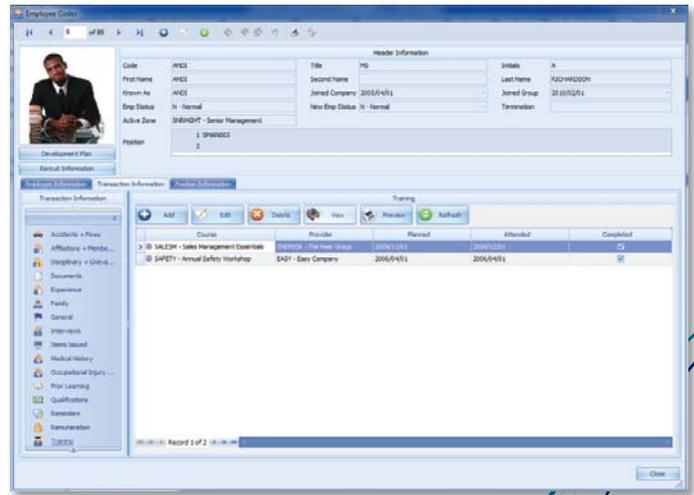
- Qualifications and training required for the position
- Previous experience required
- A points value can be allocated to indicate the importance of each area
- Employee suitability analysis can be done where a shortlist of suitable candidates for a position can be printed

Employee Management and Recording of Employee Transactions

Premier HR can assist you to keep a complete employee record including employee transactions and document attachments.

Transaction history includes:

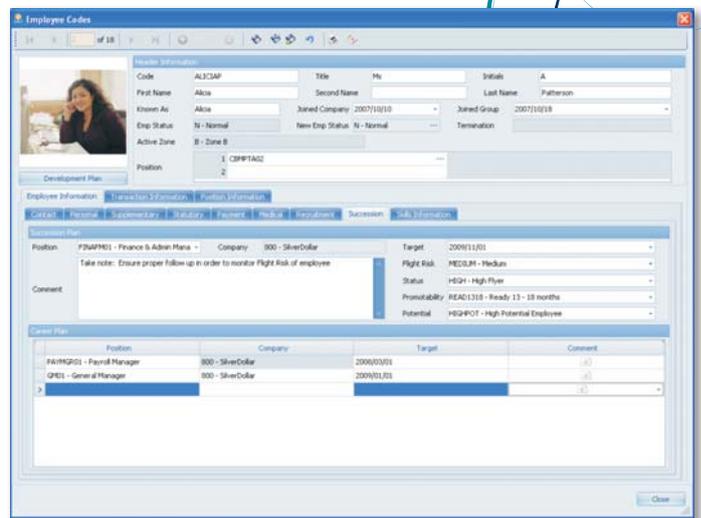
- Items issued
- Affiliations / memberships
- Medical history
- Occupational Injuries and Disease
- Interview recording
- Disciplinary / grievance recording
- Training attended
- Qualifications obtained
- Recognition for prior learning
- Experience
- Remuneration history transactions



Employee management with succession and career planning

Premier HR can assist you to do career and succession planning for employees, which includes:

- Indicating the earmarked position
- Recording the talent status of the employee
- Indicating the planned career path
- Linking career and succession planning with Equity and Skills Development plans
- Specific training and development can be monitored and managed for earmarked employees
- Employees earmarked for succession may also print on the organisational chart for easy management

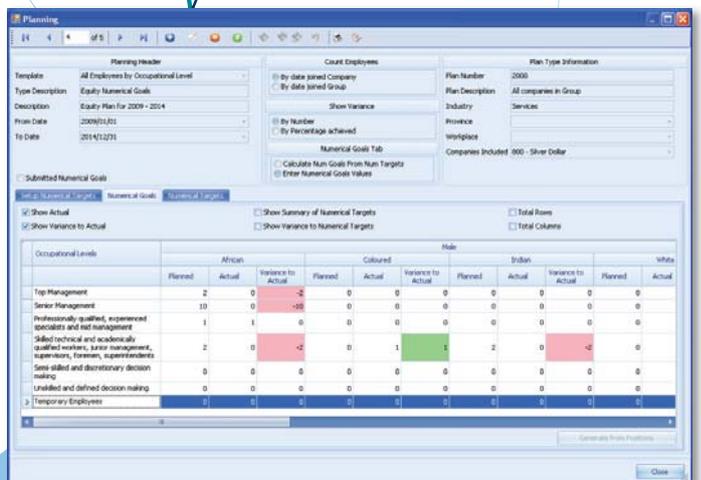


additional modules

Employment Equity Management

Premier HR allows you to manage your employment equity goals and targets throughout all HR processes.

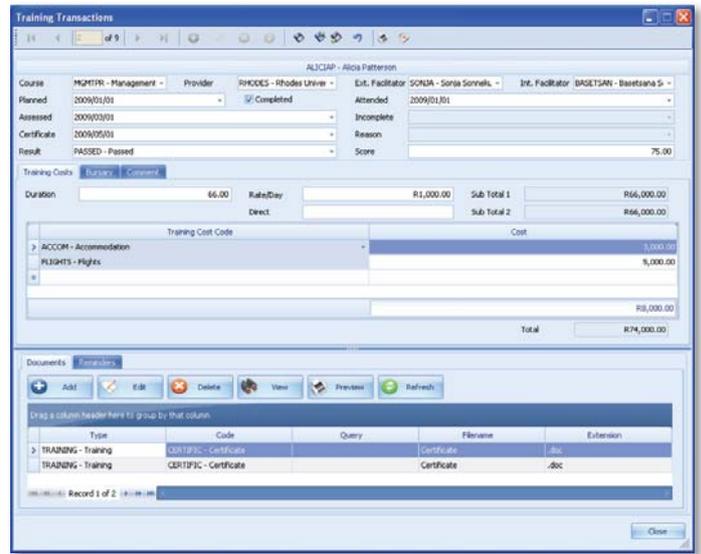
- Designated positions can be defined for equity management purposes before the recruitment process starts
- Occupational Levels are managed on position level which automatically updates the levels on the employee
- A flexible planning tool allows for goals and targets to be defined and monitored against actual staff movements and appointments
- Variances between goals, targets and actual workforce profiles are indicated and colour coded for easier on screen viewing
- Management reports assist HR Managers to monitor and manage Equity targets



Skills Development Management

Premier HR allows you to manage the skills development process within the company.

- Scarce and critical skills are defined on position level
- The skills development process links with the performance management process and enables the setup of a personal development action plan per employee
- Easy recording of development interventions per employee which include document attachment functionality
- Recording of skills related information required for skills reporting purposes
- Printing of WSP and ATR Skills reports are quick and easy



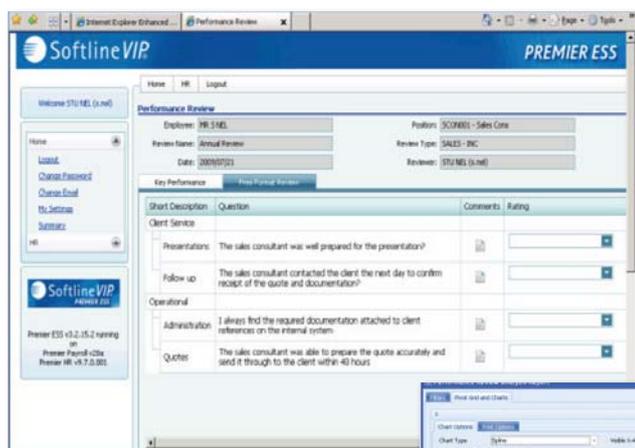
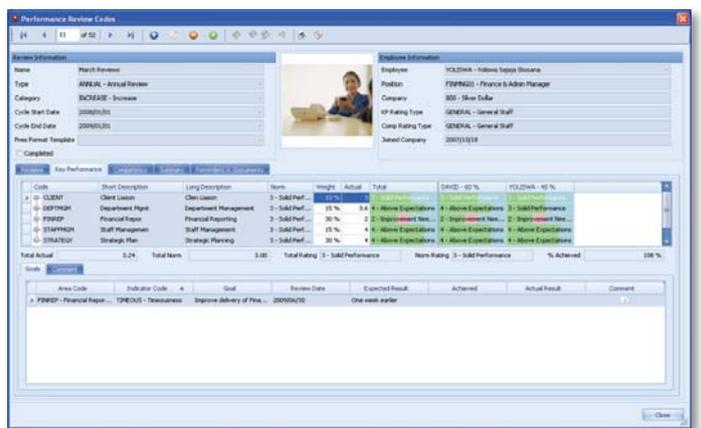
Employee Performance Management

Premier HR can assist you to prepare and conduct performance and competency reviews.

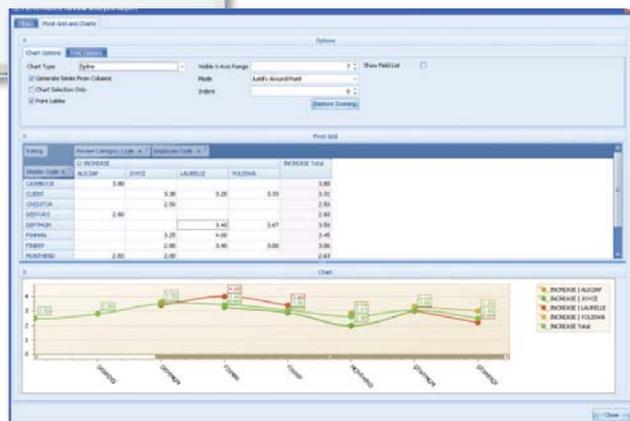
Performance agreements and competencies are defined on position level.

Transaction history includes:

- Performance goals as well as development plans can be set up per employee
- A Performance Development Plan per employee can be compiled which combines job requirements, review results and additional development areas for development management purposes
- A summary of performance, as well as proposed increase and bonus amounts can be indicated
- Performance, competency and free-format reviews
- Colour indicators can assist you to see performance gaps at a glance



Premier HR works with Premier ESS to enable employees to complete their performance review forms online. Review results are then updated automatically to the Premier HR system.

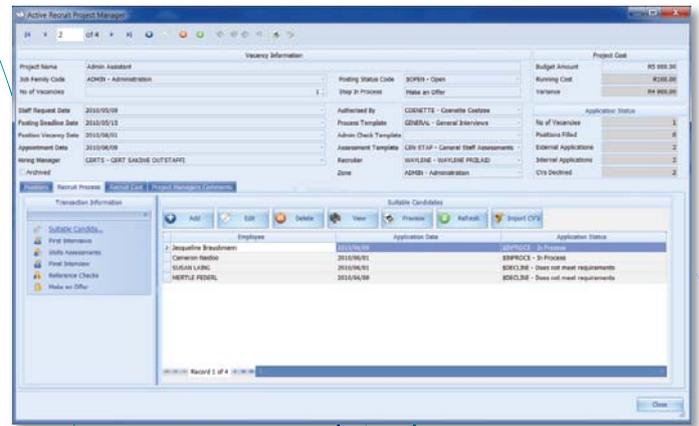


A performance management analysis tool enables Managers responsible for Performance Management to effectively analyse performance results and make sound management decisions.

Recruitment & Selection Management

Premier HR can assist you to manage the recruitment process effectively with the Recruitment Management Module.

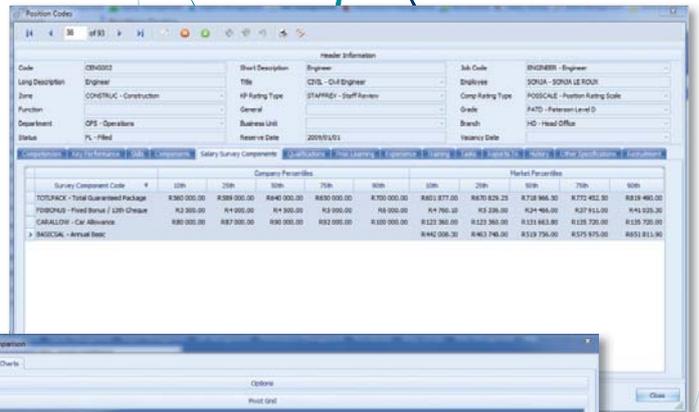
- Electronic CV's may be imported into Premier HR to allow for easy management of the candidate database
- The Recruitment manager will assist with the management of the recruitment process for one or a multitude of positions.
- Relevant information may be recorded for a project such as: staff requisition dates, who authorised the project or position, when recruitment for a vacancy started as well as when the position was filled
- The recruiter will be able to manage all incoming CVs, interviews, reference checks, ITC and criminal checks, assessments conducted, offers made and more
- All cost associated with the recruitment process may be recorded, tracked and reviewed against budget
- Recruitment Management reports allow for the management of recruitment strategies within the organisation



Salary Survey Module

Premier HR integrates with the 21st Century Rewards online Salary Survey to provide on demand salary survey information.

- Positions in Premier HR are linked directly to the positions available in the Salary Survey
- Salary information is updated automatically to linked positions on Premier HR as soon as this information is updated by 21st Century
- Salary survey information is compared directly with the current salary information of each employee within the Premier HR database
- Comparison reports allow for better management decisions regarding remuneration structures, annual increases, bonuses and benefits.



areas included

Core Modules:

- Job and Position Management
- Employee Management
- HR Reports

Additional Modules:

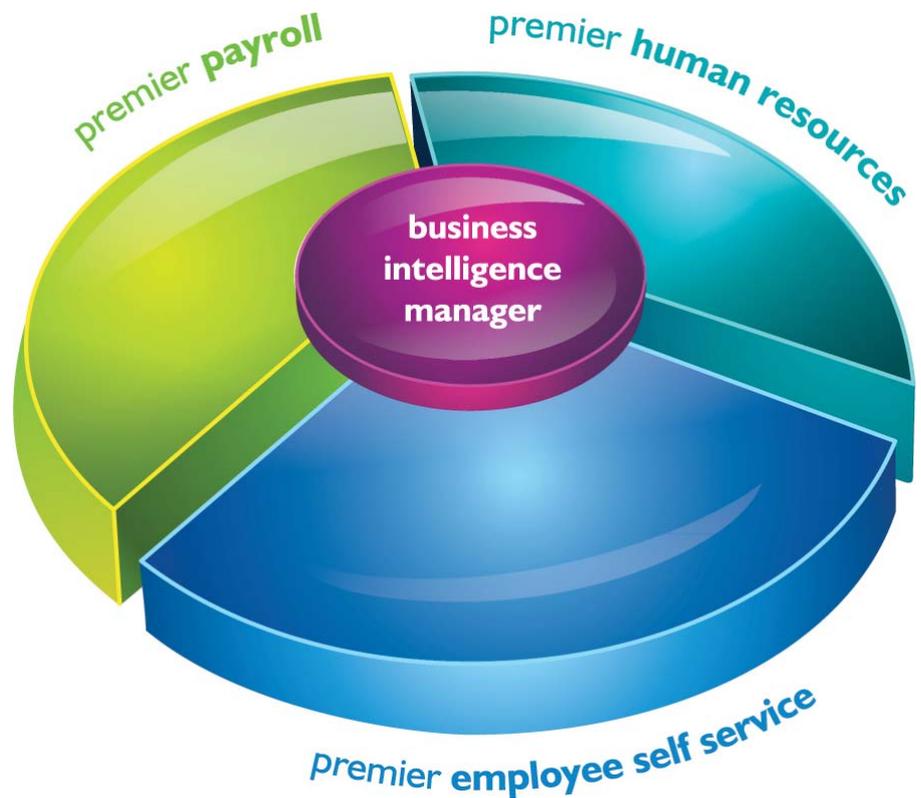
- Employment Equity Management
- Skills Development Management

- Performance Management
- Recruitment Management
- Salary Survey Module
- Additional Reports associated with these modules

Integration with other Softline VIP Products:

- Premier ESS works with Premier HR to allow for online Performance Review functionality
- The Business Intelligence Manager module allows for integrated reports to be extracted from a variety of sources

Should you be looking at a total solution?



VIP Premier is geared towards larger corporations and offers the client increased functionality in the form of a Total Solution that combines all the tools necessary to manage employees more effectively.

Any business that embraces and values new technology and improved methods of optimisation will benefit from the Premier Total Solution.

It enables Payroll Departments to manage payroll processes as securely and easily as always while providing HR Departments with comprehensive tools to manage HR processes.

Premier Payroll

Premier Payroll provides the client with a payroll application that supports their operational processes in line with guidelines determined by legislation. Features in the system ensure the client runs a streamlined and successful payroll office.

Premier HR

The Premier HR application offers a logical and integrated extension to the Premier Payroll system. Premier HR follows a position driven design principle which allows for the integration of all related HR processes.

Employee Self Service

Employee Self Service (ESS) provides an employee friendly web interface which offers workflow functionality and involves line managers in otherwise paper based Payroll and HR processes.

Business Intelligence Manager

The Business Intelligence Manager (BIM) is a licenced module which forms part of the integrated suite of VIP products. This reporting solution uses the power of MS

Excel as a report writing tool, providing meaningful insight and interpretation of your total solution.

Users are provided with a standard set of reports that can be modified or customised to suit individual user requirements. Alternatively, they can create their own reports.

The Total Solution

The VIP Premier Total Solution is intended for companies that recognise the importance of people in the organisation. It allows companies to strategically align their Payroll and Human Resources Departments with the direction of the company.

For more information refer to the Total Solution brochure.