



PHARSYDE
S O L U T I O N S



BROCHURE

EXTRACT
PAYROLL

SUSTAIN | GROW | THRIVE

www.thepharsyde.com

What We Offer

Who we are

Pharsyde Solutions is a support group for business owners.

We exist to help you build the business of your dreams. **Your** dreams. Everyone is different and success looks different for all of us, so we work closely with you to build something that helps **you** to achieve **your** goals.

This booklet is an extract from our complete "Accounting & Compliance Brochure" and it covers our Payroll options only.

We currently only offer payroll in South Africa, and all our packages work as 12-month retainers. Please give us a shout if you would like to discuss these packages as stand-alone options, or if you have questions that this extract doesn't answer!



Supplementary Packages: Payroll

If you're running your own business, then it is very likely that you have gotten as far as hiring some employees. Which is exciting! Hiring an employee is one of your big steps towards becoming a legitimate business! **Congratulations!**

But hiring employees also comes with extra responsibility and admin!

If you would like to hand your payroll burden over to us., then like our accounting services, we offer three packages: Sustain, Grow and Thrive, and what you get depends on what you need.

Payroll packages are currently only available in South Africa and can be taken on their own, but if you take them with an accounting option, we include your PAYE submissions!

Free no matter what

By now you know how much we love our cloud software! So no matter which payroll package you elect, we give you access to our cloud payroll absolutely free.

We are currently using Simple Pay, but we constantly keep an eye on the options and will switch if (and only if) we find a better option!

Sustain - the low down

Sustain covers the absolute basics of what you need for payroll - if you take this package, then you are fully covered in terms of payroll compliance.

For Sustain, we will do the following:





Supply you with personnel data forms

- easy to use forms that you can share with your employees and collect all the information you are legally required to have. We will also store them for you in your Pharsyde Google Drive folder, so you can access them whenever you need them.

Ensure compliance with the latest legislation - we stay up to date with any changes that affect your payroll. whether they be related to tax, labour, SDL or any other levy. We make sure that everything we do is 100% in line with the law, and you don't have to worry!

Payroll processing - it goes without saying, but if you take a payroll package, we will process your payroll at the frequency you require - weekly, fortnightly or monthly.

Self-service access - we set the system up so that your staff have access to their own profile. That way, they can access their payslips and - more excitingly - they can submit their leave applications, right into the system!

Summary statutory reports - payroll always comes with extra regulatory submissions - whether its PAYE, UIF or some other levy, we will provide you with the summaries you need for your submissions to go smoothly and to be accurate.



Grow - Everything in Sustain, Plus:

The Grow package is for the employer who doesn't want any nasty surprises. We handle some extra admin for you, instead of just reminding you that it's due!

Payslips via email - in addition to your employee self-service, we will also send you a PDF containing all the payslips for the month. You can use this to reconcile your records and to make payments.

Submission of your U-19 - If you are an employer in South Africa, then you are legally required to be registered with the DOL for UIF (if you have no idea what this means, ask us, and we'll help you get that sorted)! Registrations comes with a monthly requirement, on Grow, we'll take care of that for you.

Annual statutory reports - remember those regulatory submissions we mentioned? Unfortunately they're not just monthly. There are also annual submissions required, to reconcile the monthly submissions and help your regulatory bodies be 100% sure that you have told them everything. We will give you the reports you need for these to be easy.



Payroll that makes you Thrive:

Everything in Sustain and Grow, plus a few extras:

Individual payslip emails - we will email out PDF versions of your monthly payslips to each of your staff members on your behalf (and send you a copy to!). We also send you **detailed payroll reports**, in both PDF and excel, so that you can be very sure that you are paying all the right amounts to all the right people.

Annual Workmen's Compensation submission - another legal requirement of being a South African employer is registration with COID (the Commission for Occupational Injury and Disease). This is not an optional registration nor an optional annual submission. But if you take a Thrive package, we handle it all for you.

The legalities of paperwork, all sorted! - We will help you to make 100% sure that you have everything you are supposed to have for every person in your employ - personal data, copies of documents, proper employment contracts - if there is a document obligation, we will make sure you have it.





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