



# peopleplus

Employee Management Made Easy

Flexible HR & Payroll software pricing model for business



## HR & PAYROLL SOFTWARE FOR BUSINESS

Software | Consulting | Outsourcing



Register for your  
14 Day Trial

[www.peopleplus.co.za](http://www.peopleplus.co.za)



# A flexible HR & Payroll software pricing model for business

## Peopleplus brings you flexiplus, a flexible HR and Payroll software pricing model based on a monthly per head cost that makes economic cents for small, medium or large enterprises.

Peopleplus has always been a leader when it comes to providing quality, accurate, easy to use and affordable HR and Payroll software solutions for business. Regardless whether your business is small-medium or large the Peopleplus software has all the functionality you will require and when coupled with the flexiplus pricing model, affordability becomes a non-issue.

### What FlexiPlus offers you?

- ❑ **NO UPFRONT SOFTWARE COSTS** – Based on industry research this could save you thousands of Rands. Many of our competitors charge an upfront software fee for something you will never own. If you don't pay your annual license fee and obtain a new code once a year your system becomes inactive. Check your software "Terms of Use"
- ❑ **NO ANNUAL LICENSE FEES** – Unlike our competitors we don't charge an ALF. You only pay for system activation in the month that you use it. True software as a service "SaaS"
- ❑ **EASE OF USE** - No expensive consulting charges, you can be administering your HR and processing your payroll in as little as half a day.
- ❑ **SECURITY OF DATA** - At hosting, technical and application level, security is integral to the software solution. That's why we regularly provide security updates. Peopleplus is fully compliant with the POPI (Protection of Personal Information) ACT.
- ❑ **DATA BACKUPS** - Peopleplus backs up your data on a daily basis – so even if your computer crashes or is stolen your data is always secure and available.
- ❑ **SYSTEM UPGRADES** - Free HR and Payroll System upgrades in line with Legislation including new enhancements.
- ❑ **SUPPORT** – Peopleplus consultants are available to assist you when needed. Because the Peopleplus software is cloud based we can assist you with a problem immediately.
- ❑ **NO LONG TERM CONTRACTS** - Only pay for active employees on the HR and Payroll software at month end.

### If you're looking for an HR / Payroll software partner to provide you with:

- ❑ All the tools for affective people management.
- ❑ Software that is SARS and Labour legislation compliant.
- ❑ Free access to the myHR online portal.
- ❑ Exceptional value for money spent.
- ❑ Flexible pricing to reduce you're cost.
- ❑ Software that will meet your needs today, tomorrow and into the future.
- ❑ Automatic updates and system changes in line with legislation.
- ❑ Superior support by well trained and professional consultants.
- ❑ Cares just as much about your business success as you do.
- ❑ Will go the extra mile to ensure that you are completely satisfied.

**Then you're choice is simple – Peopleplus. The anywhere, anytime or right now HR and Payroll software for business.**



**Affordable,  
feature rich  
and  
easy to use**

**AS A PEOPLEPLUS SUBSCRIBER YOU WILL HAVE ACCESS TO THE FOLLOWING  
FUNCTIONALITY AND FUTURES. WHY PAY MORE AND SETTLE FOR LESS.**

**HUMAN RESOURCE MANAGEMENT MODULE**

- Log and control all issued assets
- Employee contact details
- Employee document manager
- Employee personal information
- Employee dependants
- Create unlimited job description
- Medical aid
- Organisational information
- Pension / Provident fund Promotions & Transfers
- Educational qualifications
- Login settings
- Terminations
- To do list
- Audit log
- Union subscriptions
- Access security

**LEAVE MANAGER MODULE**

- Setup multiple leave types and rules
- Automatic leave accrual
- Leave balance report
- Leave history report
- Leave calendar

**PAYROLL MANAGER MODULE**

- Payroll software that is powerful and easy to use
- Fully compliant with statutory requirements
- Self service module for viewing and printing payslips
- Import /Export data through Excel templates
- Monthly, Weekly and Fortnightly payroll
- Predefined IRP5 codes, medical aid tax deductions etc.
- Tax Methods – Periodic, Average, Directive
- Automatic legislative updates
- Loans and Garnishees
- Allow for multiple uploads for EFT payments
- Accurate IRP5 and IT3A certificates

**DOCUMENT MANAGER MODULE**

- Electronic e-filing system
- Multiple category set-ups
- Company and employee documents

**TRAINING MANAGER MODULE**

- Training provider courses, modules, overviews and pricing
- Capture training requests
- Apply for and approve training requests online

**RECRUITMENT PORTAL MODULE**

- Unlimited Vacancy placements (PeopleFind)
- Unlimited Candidate searches (PeopleFind)

**DATA HOSTING AND STORAGE**

- Limited data hosting and storage

**MULTI USER / EMPLOYEE SELF SERVICE (ESS)**

- Unlimited Admin users
- Unlimited Employee / Manager self-service users
  - ✓ view payslip's
  - ✓ check leave balances & apply for leave
  - ✓ apply for training
  - ✓ change/update personal details
  - ✓ individual performance assessments
  - ✓ task and reminders
  - ✓ personal document storage
  - ✓ access to shared company policies and procedures
- Create Multiple User Profiles
- Tasks and Reminders Module
- Setup own tasks
- Task dashboard

**ADVANCED HR REPORTING MODULE**

- Multiple standard reports
  - Create unlimited custom reports with the advanced report writer
    - Export data to MS Excel
  - Share reports
  - View onscreen reports
  - Branded print reports
  - Employment Equity Reports (EEA2 & EEA4)
  - Workplace Skills plan (WSP)
  - Annual Training plan (ATR)
- Create unlimited custom reports with the advanced report writer

**ADVANCED PAYROLL REPORTING MODULE**

- Company Summary
  - Payslip Summary
  - Pension report
  - Provident report
  - Medical report
  - Garnishee and Loan report
  - Net salary report
  - Bank File (EFT)
  - EMP201
  - EMP501
  - COID report
  - Built in UIF declaration
  - SARS Easy File submission
  - Bargaining Councils (MIBFA, NIBCO, RFA)
- Create unlimited custom reports with the advanced report writer

**PERFORMANCE MANAGEMET MODULE**

- Create Key Performance Areas (KPA's)
- Create weighting and rating scales
- Generate performance contracts
- Perform self-assessments
- Manager assessments
- Appraisal reports

## DOCUMENT LIBRARY MODULE

- 80 ready to use policies and procedures
- User guide – How to conduct a disciplinary enquiry
- User guide – How to handle a grievance hearing
- Warning forms

## E-LEARNING MODULE

- Comprehensive user management system
  - Multi-level, password protected user access with user profile management
- Job profiling and job template management
- Matching and learning requirements by job profile
- Training service provider contact management
- Employee qualification, skills and competency matching against job requirements
- Support for the creation of Personal Development Plans
- Training event management
- On-line training applications and approvals
- Training management with advanced tracking capability
- Bulk notifications to all users via email, web messaging and text messages
- Certificate data generation
- Audit trails and audit reports
- Full suite of reporting functions
- Automated creation of Workplace Skills Plans and Annual Training Report

## DISCIPLINARY MANAGEMENT MODULE

- Disciplinary Code** – The Peopleplus system is populated with a comprehensive disciplinary code which includes explanatory notes on each offence and when best to use a type of offence.
- Progressive Discipline** – Peopleplus categorises offences into minor, serious, very serious and dismissible as well as guidelines as to what constitutes an offence under each category.
- Process Driven** – Peopleplus guides you through the process thereby ensuring you comply with the procedural aspects of disciplinary management.
- Auto Generated Forms** - Once information is entered the Peopleplus system will automatically generate the required forms such as verbal/written warnings, notification to attend an enquiry, disciplinary enquiry findings and appeal findings.
- Disciplinary warning time frames** – Peopleplus auto detects when a warning period has expired and places these expired warnings in the archived section.
- How to conduct an enquiry guide** – Peopleplus also provides a detailed step for step guide in how to manage the disciplinary process.
- Reporting** – Reports can be generated on numerous fields to obtain an overall picture of disciplinary management in the business.

## ONLINE TIMESHEETS MODULE

- Generate online timesheets (daily, weekly, fortnightly & monthly)
- Online submission for approval
- Seamless import of hours into payroll

## ONLINE TRAVEL CLAIMS MODULE

- Online travel expense claims (Local and foreign currency)
- Pre-approved online expense claims
- Reconciliation of claims
- Attachment of claims receipts
- Workflow for approval of expense claims
- Automatic backup of expense claims and documentation

## DIGITAL SIGNATURE MODULE

- Sign HR/Payroll documents from different geographical locations
- Security of documents as they never leave the secure server
- Authentication of signatory
- Online documents save space and easy to audit
- Embedded security functionality

## OCCUPATIONAL HEALTH AND SAFETY MODULE

- First Aid Medicine / Consumables**
  - ✓ Log first aid medicine and consumables available
  - ✓ Set minimum order quantities
  - ✓ Log and monitor first aid visits

Monitor costs per individual

- Equipment Asset Register**
  - ✓ Log all equipment and assets
  - ✓ Automatic notification for license renewals
  - ✓ Automatic notification on equipment certification
  - ✓ Upload and attach equipment certificates
- Injury on duty**
  - ✓ Date of injury
  - ✓ Cause of injury
  - ✓ Injury report
  - ✓ Injury on duty leaves allocation
- Personal Protective Equipment (PPE)**
  - ✓ PPE issued
  - ✓ PPE date issued
  - ✓ PPE replacement date
  - ✓ Quantity in stock
- Contractor Management**
  - ✓ Ensure contractor compliance with Occupational Health and Safety Legislation

Monitor Contractor registration compliance with regards to:

- ✓ UIF
- ✓ WCA
- ✓ PAYE
- ✓ VAT
- ✓ BBBEE

Monitor contractor employees with regards to:

- ✓ Safe working procedure training
- ✓ Induction training
- ✓ Authorised equipment operator licenses

Attach documents and notes per contractor.

Advanced reports on contractors and contractor employees

## Setup Wizard

- Intuitive wizards that guide you through the setup process
- Contextual help menus
- Help videos

## Data hosting and storage

- Limited data hosting and storage



## ADDITIONAL SERVICES

- Payroll Outsourcing
- Human Resource Outsourcing
- Human Resource Consulting
- Recruitment