



peopleplus

Employee Management Made Easy

Flexible HR & Payroll software pricing model for business



Introducing FlexiPlus

Flexible monthly HR & Payroll software pricing for business

FREE 30 Day Trial

register now



HR & PAYROLL SOFTWARE FOR BUSINESS

Software | Consulting | Outsourcing

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.
- ❑ **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 FEATURES. WHY PAY MORE AND SETTLE FOR LESS.**

Human Resources Management

- 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

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

Payroll Manager

- 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

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

Training Manager

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

Recruitment Portal

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

Data hosting and storage

- Limited data hosting and storage

System upgrades

- Free software upgrades

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



Why pay, more for less

Performance Management Module

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

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 Work Place Skills Plans and Annual Training Report

Disciplinary Builder

- 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.

Audit Trial

- The system logs all HR and Payroll system changes
- View all system logs to detect any potential fraud
- Audit logs provide – Date, time, user, field and all changes made to data.
- Audit logs cannot be deleted

Document Library

- 80 ready to use policies and procedures
- Contracts of employment
- Disciplinary procedure and code
- User guide – How to conduct a disciplinary enquiry
- User guide – How to handle a grievance hearing Warning forms

Setup Wizard

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

OHS Risk Management

- 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

Workflow

Create unlimited workflows

- ✓ New Engagement
- ✓ Terminations
- ✓ Disciplinary
- ✓ Grievance etc...

