



peopleplus

Employee Management Made Easy

www.peopleplus.co.za



Description	PeoplePlus Functionality
FREE FUCTIONALITY	
Web based (Cloud computing)	✓
Automatic Data backup	✓
Automatic legislative updates (HR/Tax)	✓
Single sign on	✓
HUMAN RESOURCE INFORMATION MODULE	
Assets	✓
Contact details	✓
Documents	✓
Employee information	✓
Employee dependants	✓
Injury on duty	✓
Job description	✓
Medical aid	✓
Organisational	✓
Pension fund	✓
Promotions	✓
Qualifications	✓
Login settings	✓
Terminations	✓
To do list	✓
Transfers	✓
Union	✓
Vehicles	✓
LEAVE MANAGEMENT MODULE	
Setup multiple leave types and rules	✓
Automatic leave accrual	✓
Leave balance report	✓
Leave history report	✓
Leave calendar	✓



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Description	PeoplePlus Functionality
DISCIPLINARY MODULE	
Pre-populated disciplinary code	✓
Record disciplinary incidents per employee	✓
Select transgression and disciplinary sanction from drop down list	✓
Select warning validity period	✓
Attach disciplinary record	✓
TRAINING MANAGEMENT MODULE	
Training provider courses, modules, overviews and pricing	✓
Capture training requests	✓
Apply for and approve training requests online	✓
RECRUITMENT PORTAL	
Unlimited Vacancy placements (PeopleFind)	✓
Unlimited Candidate searches (PeopleFind)	✓
PAYROLL MODULE	
Import data through Excel templates	✓
Monthly, Weekly and Fortnightly payroll	✓
Predefined IRP5 codes, medical aid tax deductions etc.	✓
Tax Methods – Periodic, Average, Directive (Average or Amount)	✓
Automatic legislative updates	✓
Pay advice slips	✓



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PREMIUM FUNCTIONALITY	
MULTI USER	
Employee / Manager self-service	✓
Multiple User Profiles	✓
Online Leave and Training applications	✓
Tasks and Reminders Module	✓
Setup own tasks	✓
Task dashboard	✓
HR REPORTS	
Multiple standard reports	✓
Create unlimited custom reports	✓
Export data to MS Excel	✓
Share reports	✓
EMPLOYMENT EQUITY REPORTS	
Employment equity reports (EEA2 / EEA4)	✓
WORKFLOW	
Create unlimited workflows	✓
WORKPLACE SKILLS PLAN	
Generate WSP	✓
Generate Annual Training Plan (ATR)	✓
PERFORMANCE APPRAISALS	
Create Key Performance Areas (KPA's)	✓
Create weighting and rating scales	✓
Generate performance contracts	✓
Perform self-assessments	✓
Manager assessments	✓
Appraisal reports	✓



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Description	PeoplePlus Functionality
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	✓
PAYROLL REPORT WRITER	
Company Summary	✓
Payslip Summary	✓
Pension report	✓
Provident report	✓
Medical report	✓
Garnishee and Loan report	✓
Net salary report	✓
Bank File (EFT)	✓
EMP201	✓
EMP501	✓
COID report	✓
UIF declaration	✓
Create unlimited custom reports	✓
LOANS AND GARNISHEES	
Load employee loans and Garnishees	✓
Loan and Garnishee balances	✓