build
smart

your total hr solution...

Buildsmart HR Basic

Detailed Product Overview

Index

1. Buildsmart HR Product Suite

Reasons why **Buildsmart HR** is fast becoming one of South Africa's most popular HR Solutions -

- ✓ It caters for individuals and companies of all sizes, all shapes and all industries.
- ✓ A white branded version of the product is available for those companies who want something more unique and personalised in terms of look and feel.
- ✓ Specifically designed as an internet based product from the ground up and not a typical old technology product "dressed up" for the internet.
- ✓ Latest technology in terms of user access, database technology and reporting tools.
- ✓ Completely scalable - supports centralized, decentralized and totally distributed processing, all in one single environment.
- ✓ Always up to date with current legislation, thus ensuring full compliance.
- ✓ One point of entry, one database, one system – totally integrated.
- ✓ Easily accessible…***anytime, anywhere, always online.***
- ✓ Still the market leader in internet based HR technologies.

The increasing power of the internet, the rapid adoption of online banking facilities and radical changes in electronic commerce methods all point towards a demand for companies to become more efficient in the use of modern technology and to make use of the wide range of products and services available across the internet.

Modern trends clearly indicate that very soon all companies, irrespective of size or industry type, will be required by law to electronically manage various Tax, Payroll and Human Resources related functions. This is as a direct result of the growing complexity of tax and labour laws and the potential cost to the Employer for non-compliance to these laws. Coupled with the fact that most statutory bodies, such as SARS, UIF etc, and various other statutory bodies, are rapidly moving towards the acceptance of statistical returns and fees via the Internet, it makes sense to process Payroll and HR activities over the internet.

In response, **Buildsmart** has designed and developed a powerful suite of products and modules which not only complies with the latest legislative requirements, but has also proven to be the benchmark for future developments in the world of Internet based Package Structuring, Payroll Management, Human Resources Administration and Tax Assessment facilities.

The **Buildsmart HR** product suite, initially launched in 1999 at the height of the internet boom, pioneered the concept of online Payroll, Tax and HR processing over the web, and today still prides itself on being a market leader in this field. The product offered a radical new approach to traditional processing and calculation methods previously adopted by Payroll / HR software vendors, yet at the same time, incorporates the very latest thinking in terms of visual presentation, ease of use and 'drop, drag, point and click' concepts.

The **Buildsmart HR** suite is a truly unique system which companies of all sizes and all industries, as well as individuals can use. **Buildsmart HR** has been designed in a way that is logical, intuitive and extremely easy to use. The product has a unique look and feel, unlike traditional Windows based applications. For larger users who prefer to run the product in their own Intranet environment with access through the Internet, packaged versions of the system as well as the individual modules in the suite are also available. The packaged version is also available for smaller companies who do not have continual access to the Internet.

To date **Buildsmart** has successfully been implemented in many of the world's leading construction companies and HR services providers. In addition the system has been implemented in over 1000 companies ranging from 2 man SMME's to 10 000 man corporate users.

The fully integrated **Buildsmart HR Suite** is made up of the following modules:

Buildsmart HR Basic – a powerful, features rich recording and reporting facility that manages employee information from Recruitment to Retirement, including disciplinaries, appraisals, training & development, passports & visas;

Buildsmart HR Advanced – a very sophisticated HR management tool which helps companies manage their organograms, Job Descriptions, Training Management and Performance Management requirements;

Buildsmart MSS/ESS – a user friendly online access facility that enables Employees and Managers to view and manage their own or their subordinates information, apply for leave and loans online and to perform many other day to day administrative activities.

Buildsmart TAX – a handy tax structuring tool which has all the relevant and up to date tax rules built in to help employees structure their packages more efficiently. This facility can either be used by Payroll / HR System users or by Employees / Managers via the Employee Self Service Module;
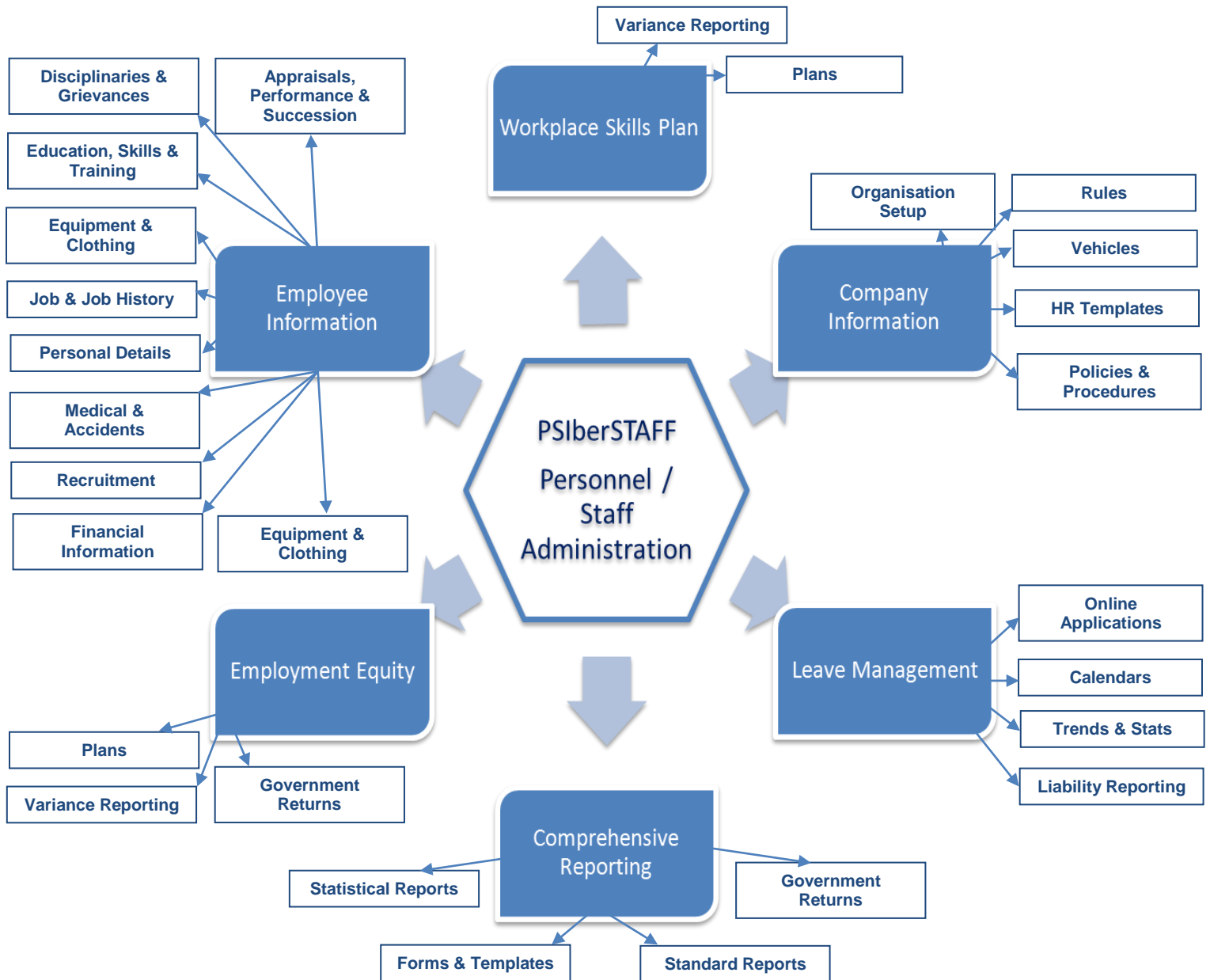
2. Buildsmart HR Basic

Buildsmart HR Basic is a comprehensive Personnel Administration system, which covers all aspects of the day to day HR administrative needs of small, medium and large businesses, in virtually any industry sector. The system caters for the storing and management of all relevant information related to the recruitment of an employee right through to retirement, and everything in between. The system also meets all statutory and labour requirements needed to produce on demand Employment Equity Statistics and Reports, Compliant Leave Management and Reporting, and for the creation and monitoring of Workplace Skills Plans and its associated reporting. The **Buildsmart HR Basic** Module is fully integrated to the **Buildsmart HR suite** which includes Employee and Management Self Service, Payroll and Human Resource Management.

The system provides numerous templates and guidelines for procedures such as management of unacceptable performance, dismissals, appointments etc. It also includes photos and digital images, various Employee Forms, company logos, email and SMS notifications and escalations and so much more.

3. Buildsmart HR Functionality Overview

3.1. Functionality Detail

The following functionality is catered for through the various features within **Buildsmart HR Basic**

Company Information:

- o Company Details
- o Organisation Setup
  - ▪ Job Grades / Titles
  - ▪ Cost Centres
  - ▪ Pay Points
- o Vehicles
  - ▪ Company Vehicles
  - ▪ Insurance
- o Banking Information
- o Employment Equity
  - ▪ Company Details
  - ▪ Equity Period and Parameters
  - ▪ Equity Goals (Level)
  - ▪ Equity Goals (Category)
  - ▪ Equity Remuneration
- o Workplace Skills Plan Setup
  - ▪ WSP Details
  - ▪ WSP Setup
  - ▪ View Plans
- o Templates
  - ▪ Appraisal Templates
  - ▪ Contract Templates
- o Policies and Procedures

Employee Information:

- o Personal information including Non-Financial, Dependants, Emergency contact details etc.;
- o Passports and Travel Docs including visas and permits;
- o Housing details;
- o All Memberships including Unions, Funds, Professional Bodies;
- o Vehicles, licence and fine information;
- o Insurance Policies;
- o Offences;
- o Medical details including allergies, disabilities, medical check-ups etc;
- o Accident History as well as details for COIDA claims;
- o All Education information and history;
- o Training History and planning which includes :
  - ▪ Basic Training Details;
  - ▪ NQF Details;
  - ▪ Post-Course Details;
  - ▪ Course Costing Details;
  - ▪ Venues and Instructors (Int);
  - ▪ Venues and Instructors (Ext);
  - ▪ Contract Details;
  - ▪ Restrictions.
- o Skills, Experience and Languages;
- o Development Plans& Needs identified, resolved and summarised;
- o Appraisals
  - ▪ Details;

- KPA Rating;
- Behaviour Rating;
- Other Rating;
- Outcomes;
- Rewards.
  - o Performance & Succession
    - Performance & Potential Analysis;
    - Risk & Retention Analysis;
    - Promotability Analysis;
    - Performance Summary.
  - o Employment History which includes contracts, job details and location;
  - o Recruitment History, correspondence, interviews, reference checks and offers;
  - o Previous Employment details;
  - o Disciplinary and grievances, including misconduct reports;
  - o Project History and evaluations
  - o Equipment and Clothing issued, reissued and the recovery thereof;
  - o Exit Interviews and all associated details

Leave Management includes the following:

- o Split of Current and C/F leave into 'Normal' and 'Additional' Leave (Allows Annual and Additional leave to be in separate counters for management purposes);
- o Annual Leave can be accumulated periodically or issued as a lump sum;
- o Define an 'Allowable Carried Forward balance' for both Annual and Additional Leave;
- o Define Carried Forward 'Period Maximum' (I.e. a 'Maximum Balance' for a restricted 'period' after Cycle end can be defined);
- o Mass Leave Capture facility for all leave types;
- o Management of 'Other Leave' Types is also catered for (i.e. study, family responsibility, compassionate, etc);
- o Caters for the number of days allowable per cycle for each "Other Leave Types";
- o Automatically moves leave days where User Limits are exceeded (can be moved to 'Excess' or 'Forfeited');
- o On screen calendars for all types of leave taken / booked
- o Sick Leave management provides the following:
  - Management by sick leave cycle
  - Provides history of previous sick leave cycles;
  - Sick leave information available on life-to-date, from and to date, sick leave cycles.
  - 'Other leave' screen reflects the taken versus the allowable days;
  - Validates leave captured against allowable and taken and warns the User accordingly;

Comprehensive reports include:

- o Absenteeism statistics;
- o Leave Trends;
- o Headcount and Labour Turnover;
- o Termination reports;
- o NQF, Training and Skills matrixes;
- o Employment Equity statistics and compliance reports;
- o SETA Reports;
- o Personnel reports;
- o Quick Enquiries;
- o Forms & Templates:
  - Leave Request
  - Clothing Request
  - Personal Information Update Form
  - Engagement Checklist
  - Employee Engagement form

- ▪ Etc
  - o Employee Appraisal Details
  - o Promotability Analysis Details
  - o Training Costs Summary
  - o And many more day to day HR information and analysis reports

Employment Equity Reporting:

- o Allow Users to capture the goals for any period
- o Goals can be setup per occupational category and per occupational level.
- o System allows the User to capture all information required on the complete Equity Returns
- o Equity Remuneration is available from the integrated Payroll Module and can also be imported from a third party system
- o Keeps the history of all previous reporting periods
- o Basic Employee information is used to populate the forms.
- o At the press of a button, all completed Employment Equity Returns are completed
- o Validation and Reconciliation reports are available
- o An report for saving to file, is generated when producing the Equity Return, which reflects all employees and related equity information used for generation of the Return
- o Equity Reports Available:
  - ▪ Employee Active Payroll Details
  - ▪ Income Differential Statement (EEA4)
  - ▪ Employment Equity Reconciliation
  - ▪ Declaration by Employee (Blank and populated with Employee information)
  - ▪ Employment Equity Goals versus Actual (EEA2)
  - ▪ Employment Equity (EEA2)
  - ▪ Employment Equity (for smaller Employers) (EEA2)
  - ▪ Equity Profile Headcount Information

Workplace Skills Plans:

- o WSP Details – caters for the following:
  - ▪ Definition of the basic details for each WSP including who compiled the WSP
  - ▪ Submission due date
  - ▪ Completed by and completed date
- o WSP Setup – allows the User to define:
  - ▪ The number of employees planned for training
  - ▪ The number interventions planned, per occupational category, job title and training course.
- o View Plan - caters for Summarised view of defined WSPs.
- o Workplace Skill Plan Parameters – allows the User to determine the level of detail to be captured for the WSPs i.e. to capture only at the occupational category level or down to the training course level.
- o Option to allow the system to automatically tally up all captured numbers from the lowest defined level.
- o Reject WSP – an option is available in the Remote Control Facility to re-open/reject a plan previously marked as submitted, but now needs to be changed.

4. General System Features

The following system features are available across all modules within the **Buildsmart HR** Suite of products:

- Fully integrated Product Suite ie Employee Self Service, Management Self Service, Human Resource Administration and Management;
- Intuitive and extremely easy to use;
- All processing is real time and all results can be viewed/printed immediately ie no batch processes, backups and restores necessary;
- Full Password Management;
- Product and information Access management - by product, Payroll, Cost Centre, Screen and function, cos for each user ito no access, view only, update and add access);
- All nationally applicable statutory parameters are pre-loaded to ensure accuracy and limited number of parameters/rules required to be set up by Users;
- Flexible Group, Company and Payroll Hierarchy;
- Supports Division, Cost Centre, Sub Cost Centre and Pay Point groupings;
- Job Grades, Job Titles, Alternate Job Grades including Equity Categories etc;
- Company policies and procedures available online;
- Online help text and User Guides;
- Online date and screen driven User 'Notes' facility for reminders etc;
- Third party interfaces available eg EFT, GLs, Fund files, time and Attendance etc;
- APIs and online Mass update facilities;
- Digital Images such as ID documents, medical certificates etc;
- Employee photo's;
- "Flagging" of sensitive data changes and unaddressed Employee requests via email and SMS alerts;
- Checks and balances to prevent obvious errors;
- Engagement and termination checklists;
- Save and Report on employee Customized Input ie define a Group, Type and Description eg Shoe size;
- Facility to send User defined adhoc SMS messages to Employees and User defined recipients;
- Automated Email and SMS notifications Management eg Leave Request, change of banking details, Contract expiry, Planned Training etc
- Comprehensive Reporting including:
    - Standard and Flexible reports;
    - Comprehensive Audit Trails can be printed by User, Employee or action type;
    - Unlimited reporting on historical information (real time ie not restores required);
    - Various forms ie leave application, loan application, update Employee Details etc;
    - Reports can be viewed online and printed;
    - Write Reports to EXCEL;
    - Email reports in PDF format;
    - Print Reports by Company, Payroll, Cost Centre, Department, Job Grade and Employee;
    - All standards statutory reports available eg UIF, SDL, OID,Equity, WSP etc
    - Print User customizable Employment Contracts;
    - Facility for User customization of various forms and letters to suit specific requirements.
    - Sophisticated, powerful report writer;
    - MyReports (User defined common reports to be setup in the Users 'MyReports' category);
    - User definable forms, payslips, logos etc.
- Billing facility available for bureaus or decentralized costing of Payroll/HR function;
- White Branding of Product;
- Online links to relevant Acts eg Basic Conditions of Employment, Employment Equity, NQF etc;
- Online Calculators available to all users ie Tax Calculators, Loan, Company Car and Travel Calculators;
- Online sample forms and documents;
- And much more…..

5. Sample Screens

5.1. Main Menu and Company Maintenance Sub Menu

5.2. Personnel Administration

Nature of Employee	Individual with ID Number or Passport Number
Employee Number	EMP001 Last Number : 150421
Employment Date	11 October 2004 Calendar
Engagement Date	11 October 2004 Calendar
Surname	Demo
First Names	Demo
Initials	D Image
Title	Mr
Preferred Name	Demo
Date of Birth	29 June 1982 Caler
Age	26
Place of Birth	PER1
Gender	● Male ○ Female
ID Number	Demo Ima
OR Passport Number	E1PN Ima
Issue Date	13 May 2009 Cale
Expiry Date	13 October 2009 Calendar
Income Tax Number	Demo Image
Revenue Office	Komatiepoort
Affirmative	○ Yes ● No
Residential Address	Demo
	Eden Park

The non-financial details for an employee are captured here.

Note : Field names denoted in blue are mandatory.

Image Viewer

Print   Save   Email   Exit
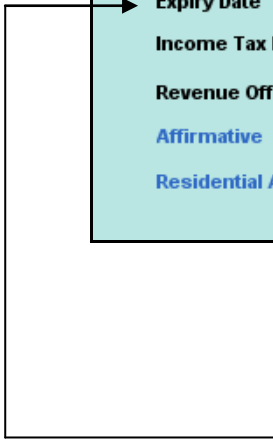
Email Notification via Email or SMS

SMS

Select SMS Type   General Notification

Employees

● All   ○ Active Only   ○ Discharged Only

Employee Nu...	Employee Su...	Employee Ini...	Cell Number
306	Acke	A	0761184817
608	Abr	CG	0761184817
806	Abrah	CGA	0761184817
807	Abraha	G	0761184817
805	Do Na	G	0761184817
300	Arth	M	0761184817
805	Arth	M	0761184817
12	Avetrov	U	123456

Total employees listed : 278

Select All   Deselect All

Enter SMS Text

5.3. Accidents

Accident Details	Further Particulars	COIDA Details
	Documentation	

Accident Details

Date	dd month ▼ yyyy	Calendar
Time	00 : 00	
Location of Accident		
District	▼	
Province	▼	
Date Reported By Employee	dd month ▼ yyyy	Calendar
Time Reported By Employee	00 : 00	
Reported To		
Task Performing at Time of Accident		
Experience in Task	Years 0 Months 0	
Were Actions in Connection with Company's Trade or Business	⦿ Yes ○ No ○ Not Applicable	

Type of Accident	Struck or Injured By - Assault by Client ▼
Nature of Injuries	▼
Tick if Applicable	☐ Killed ☐ Amputation ☑ Unconsiousness
Part of Body Injured	Upper Extremities - Ankle ▼
Severity	▼
Permanent Disability %	0
Man Hours Lost	0
Man Hours Cost	
Company Losses	
Expected Period of Disablement	⦿ 0-13 Days ○ 14 or more
Satisfied that the Employee was injured in the alleged manner?	⦿ Yes ○ No
Accident Reference Number	✎ 📄 📄
Comments	

Please Note

Accidents that have caused death, unconsciousness, amputation or result in the employee not being able to work for at least fourteen days, have to be reported.
Continue?

[Yes]   [No]

5.4. Appraisals

5.5. Appraisal Statistics & Summary

	Actual	Expected
Appraisals Conducted	2.00	
Completed	0.00	
Uncompleted	2.00	
Formal Appraisals Conducted	2.00	
Informal Appraisals Conducted	0.00	
Key Performance Area Ratings	**Actual**	**Expected**
Highest Overall Score Achieved	330.00	330.00
Lowest Overall Score Achieved	330.00	330.00
Average Overall Score Achieved	330.00	330.00
Highest Overall Rating Achieved	6.00	6.00
Lowest Overall Rating Achieved	6.00	6.00
Average Overall Rating Achieved	6.00	6.00
Average Key Performance Area's	0.50	
Behavioural Ratings	**Actual**	**Expected**
Highest Overall Score Achieved	0.00	0.00
Lowest Overall Score Achieved	0.00	0.00
Average Overall Score Achieved	0.00	0.00

This section of the screen highlights a **summary** of all appraisal results over a given period e.g. last five years, since the employee joined, current year, etc

It provides a useful "quick view" of the employee's performance and where the major strengths and weaknesses are.

5.6. Training Course Costing

Course Costs: This section highlights all the costs associated with this course i.e. at employee level.

Employee Time Costs: The time costs are calculated either by the system at the time the employee attended the course i.e. the actual daily rate at the time, or by manually inserting a fixed amount.

5.7. Training Statistics

Basic Training Details	NQF Details	Post Course Details
Course Costing Details	Venues & Instructors (Int.)	Venues & Instructors (Ext.)
Contract Details	Restrictions	Summary

Employee Training Statistics

◉ Completed ○ Planned ← Show all completed courses or planned courses

Date Periods

◉ To Current Date ← Selected period

○ Selected Period

Year [▼]

From Date [dd] [month ▼] [yyyy] [Calendar]

To Date [dd] [month ▼] [yyyy] [Calendar]

	Internal	External	Total
Course Statistics			
Courses Attended	3	3	6
Courses Passed	2	3	5
Working Days on Training	7.25	21.00	28.25
Working Hours on Training	58	168	226
Outstanding Projects	1	0	1
Current Restrictions			1
NQF Statistics			
NQF Recognised Courses	0	1	1
NQF Aligned Courses	1	1	2
NQF Internal Courses	1	0	1
Credits - Unit Standards	0	162	162
Credits - Qualifications	1223	0	1223
Credits - Internal	1.2	0.0	1.2
Courses Part of WSP	2	0	2
Costs / Expenditure			
Employee Direct Costs	0.00	6,000.00	6,000.00
Course Costs	17,500.00	8,750.00	26,250.00
Total Excl. Employee Time Cost	17,500.00	14,750.00	32,250.00
Total Incl. Employee Time Cost	23,490.08	19,100.00	42,590.08
SETA Claims			
Total Amount Claimed	0.00	1,400.00	1,400.00
Total Amount Reimbursed	0.00	1,200.00	1,200.00

5.8. Emailing

Notification Settings

Select a Category: Expiry Notification

Select a Rule: Contract

System Settings

- ◉ Use Group Co Settings
- ○ Override Group Co Settings

Automatic Notification Settings

Notify Employee: None

To: None

Select User

	Email Address	Mobile Number
Address		
CC: None		
BCC: None		

Notification Criteria

Send notification [ ] days before expiry

Include discharged employees: Never

Recurrence Pattern

- ◉ Daily
- ○ Weekly
- ○ Monthly

Every [ ] Day(s) from dd month yyyy Calendar

From: monique@psiber.co.za   Sent: M
To: Monique Kent
Cc:
Subject: Contract Expiry Notification

Group Name :	Demo Group (PZZZ)
Company Reg. No :	SMS1
Company Name :	SMS Testing
Payroll Name :	SMS Payroll 1

Please note that the following employees' Contract(s) are about to expire:

Employee No.	Employee Name	ID Number	Permanent	Contract Type	Contract Code	Contract Description	Contract Start / Renewed Date	Duration	Expiry Date	Required Notice Period	Notice Period Date

Please note that the following employees' Contract(s) have expired:

Employee No.	Employee Name	ID Number	Permanent	Contract Type	Contract Code	Contract Description	Contract Start / Renewed Date	Duration	Expiry Date	Required Notice Period	Notice Period Date
1	Sparrow, Jack	7810055055080	Temporary	Fixed Term	1	desc	13/10/2010	0	31/10/2010	1 Days	30/10/2010

5.9. Policies & Procedures and Forms

5.10. Digital Images

5.11. Discharge Verification Checklist

5.12.   Audit Reporting

System Audit Report

Timestamp	User	Facility	Action	Employee	Field/Status	Before	After
8/12/10 11:47 AM	support	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 93.05 secs
8/20/10 11:37 AM	Kyle	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 80.09 secs
8/26/10 2:48 PM	rebisp	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 89.24 secs
8/26/10 3:05 PM	rebisp	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 140.29 secs
8/30/10 3:06 PM	support	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 85.39 secs
8/31/10 1:16 PM	rebisp	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 155.61 secs
8/31/10 1:20 PM	rebisp	Payroll Run	Re-Run	Run : September (September Successful		Employees : 155	Duration : 84.34 secs
9/1/10 10:11 AM	rebisp	Payroll Run	Reverse	Run : September (September Successful		Employees : 155	Duration : 34.60 secs
9/1/10 10:52 AM	rebisp	Payroll Run	Run	Run : September (September Successful		Employees : 155	Duration : 160.46 secs
9/1/10 10:56 AM	rebisp	Payroll Run	Accept	Run : September (September Successful		Employees : 155	Duration : 33.29 secs
9/1/10 10:57 AM	rebisp	Payroll Run	Run	Run : October (October 2010) Successful		Employees : 155	Duration : 102.56 secs
9/1/10 4:04 PM	rebisp	Payroll Run	Re-Run	Run : October (October 2010) Successful		Employees : 155	Duration : 142.25 secs
9/1/10 4:08 PM	rebisp	Payroll Run	Accept	Run : October (October 2010) Successful		Employees : 155	Duration : 35.22 secs
9/9/10 9:10 AM	rebisp	Company Employment Equity	Change	ACT Monthly Payr	(Equity) Consolidated Code	1	gawie
9/9/10 9:10 AM	rebisp	Company Employment Equity	Add	ACT Monthly Payr	(Equity) Consolidated Code		gawie
					(Equity) Trading Name		ACT
					(Equity) PAYE / SARS Number		7260734357
					(Equity) UIF Reference Number		U260734357
					(Equity) Industry / Sector		{other}
					(Equity) SETA Classification		W&RSETA
					(Equity) Telephone Number		0116951600
					(Equity) Fax Number		0116951694
9/9/10 9:14 AM	rebisp	Company Employment Equity	Change	ACT Monthly Payr			
9/9/10 9:14 AM	rebisp	Company Employment Equity	Add	ACT Monthly Payr	(Equity Reporting Period) From Date		2010-10-01
					(Equity Reporting Period) To Date		2012-09-30
					(Equity Reporting Period) Equity Re		Payroll
					(Equity Reporting Period) Capture Eq		Total for Period
					(Equity Employer Details) Employees		150 or more

Email Alerts

This is an automatic notification that Jack Sparrow's, employee number 1, Bank Details have changed.:

Group Name :	Demo Group
Company Reg. No :	SMS1
Company Name :	SMS Testing
Payroll Name :	SMS Payroll 1

Previous Bank Details :

Bank :	ABSA
Branch :	ABSA ELECTRONIC SETTLEMENT CNT
Account Number :	
123564870	

New Bank Details :

Bank :	ABSA
Branch :	ABSA ELECTRONIC SETTLEMENT CNT
Account Number :	
123456789	

5.13. Security/Permissions

e-Staff - Human Resources	View	Add	Modify	Remove	
Company Maintenance	☐	☐	☐	☐	Select All
Company Details	☐		☐		
Company Parameters (System)	☐	☐	☐	☐	Clear All
Employment Equity	☐	☐	☐	☐	
Company Parameters (Leave)	☐	☐	☐	☐	
Company Organisation	☐	☐	☐	☐	
Company Funds	☐	☐	☐	☐	
Company Banks	☐	☐	☐	☐	
Company Vehicles	☐	☐	☐	☐	
Company Workplace Skills Plan	☐	☐	☐	☐	
Email Notification	☐		☐		
Company Templates	☐	☐	☐	☐	
Company Policies	☐	☐	☐	☐	
Employee Maintenance	☐	☐	☐	☐	
Employee Non Financial Details	☐	☐	☐	☐	
Employee Custom Input	☐	☐	☐	☐	
Employee Dependants Details	☐	☐	☐	☐	
Employee Housing	☐	☐	☐	☐	
Employee Memberships	☐	☐	☐	☐	
Employee Vehicles & Licenses	☐	☐	☐	☐	
Employee Insurance Policies	☐	☐	☐	☐	
Employee Offences	☐	☐	☐	☐	
Employee Image Capture	☐		☐		
Employee Medical Details	☐	☐	☐	☐	
Employee Accident Details	☐	☐	☐	☐	
Employee Educational Details	☐	☐	☐	☐	
Employee Training Details	☐	☐	☐	☐	

Security can be defined as a group profile or can be defined down to employee level. This means that Managers can set the screen menus / options per employee to ensure each employee is only able to access their specific information

In addition, access can be set to VIEW, ADD (i.e. add new data into the screen), MODIFY (i.e. change existing data displayed on the screen, REMOVE (i.e. delete data that appears on the employee record).

5.14. Leave Module

Parameters / Rules

Leave Parameters	Annual Leave	Leave Provision	Sick/Other Leave

Normal Leave Accrual

Accumulate Leave Days

Description	
Effective Date	9 November ▼ 2010 [Calendar]
Accumulate	days per ▼
Max. Leave Balance	days
Is this the default Leave Level?	☐

'Total Leave' Max. Balance Parameters

☐ Total ☐ Current Normal ☐ Current Additional ☐ C/F Normal

☐ C/F Additional ☐ Excess ☐ Lumpsum

Allowable Total Balance [ ] days

Period Max. Balance [ ] days for [ ] days after cycle end

Move Surplus to ⊙ N/A ○ Excess ○ Forfeited

Deduct Priority

1. [▼] 2. [▼] 3. [▼]
4. [▼] 5. [▼] 6. [▼]

Parameters / Rules

Annual	Sick	Other	View All

Annual Leave Summary

Leave Cycle Start Date 5 August ▼ 2010

Leave Level Annual Leave ▼

Level Effective Date 5 August ▼ 2010 [Calendar] [Add]

Additional Accrual ⊙ Applicable ○ Not Applicable

	Total	Current Normal	Current Additi...	C/F Normal	C/F Additi...	Lump... Additi...	Exces
Accumulated	4.3065	4.3065	0.0000	0.0000	0.0000	0.0000	0.00
Taken	4.0000	4.0000	0.0000	0.0000	0.0000	0.0000	0.00
Adjustments	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.00
Balance	0.3065	0.3065	0.0000	0.0000	0.0000	0.0000	0.00

Balance to Current Date 0.3549

Leave Intervals Worked
To Date To Cycle

Leave Booked Total 0.0000 0.2392 0.2392

Leave Calendar

Display Employees for ◉ Selected Payroll   ○ Company

| From Date | 1 | January ▾ | 2010 | Calendar | | Display Leave Records | | Display Training Records | | Close |
| To Date | 30 | November ▾ | 2010 | Calendar | | Display Leave & Training | | Save as .CSV | | Print |

Record Dates — January 2010

Record Dates	Fri 1 P	Sat 2	Sun 3	Mon 4	Tues 5	Wed 6	Thur 7	Fri 8	Sat 9	Sun 10	Mon 11	Tues 12	Wed 13	Thur 14	Fri 15	Sat 16	Sun 17	Mon 18	Tues 19	Wed 20	Thur 21	Fri 22	Sat 23	Sun 24	Mon 25
08/10/2009 - 05/02/2010	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
26/10/2009 - 19/02/2010	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
04/12/2009 - 04/01/2010	A	A	A	A																					
15/12/2009 - 04/01/2010	A	A	A	A																					
15/12/2009 - 05/01/2010	A	A	A	A	A																				
16/12/2009 - 08/01/2010	A	A	A	A	A	A	A	A																	
17/12/2009 - 08/01/2010	A	A	A	A	A	A	A	A																	
17/12/2009 - 05/01/2010	A	A	A	A	A																				
17/12/2009 - 05/01/2010	A	A	A	A	A																				
17/12/2009 - 08/01/2010	A	A	A	A	A	A	A	A																	
17/12/2009 - 11/01/2010	A	A	A	A	A	A	A	A	A	A	A														
17/12/2009 - 02/01/2010	A	A																							
17/12/2009 - 11/01/2010	A	A	A	A	A	A	A	A	A	A	A														
17/12/2009 - 06/01/2010	A	A	A	A	A	A																			
17/12/2009 - 06/01/2010	A	A	A	A	A	A																			
17/12/2009 - 05/01/2010	A	A	A	A	A																				
21/12/2009 - 15/01/2010	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A										
21/12/2009 - 05/01/2010	A	A	A	A	A																				
21/12/2009 - 20/04/2010	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
21/12/2009 - 07/01/2010	A	A	A	A	A	A	A																		
21/12/2009 - 05/01/2010	A	A	A	A	A																				
21/12/2009 - 06/01/2010	A	A	A	A	A	A																			
21/12/2009 - 05/01/2010	A	A	A	A	A																				
21/12/2009 - 08/01/2010	A	A	A	A	A	A	A	A																	
21/12/2009 - 01/01/2010	A																								
22/12/2009 - 05/01/2010	A	A	A	A	A																				
23/12/2009 - 05/01/2010	A	A	A	A	A																				
24/12/2009 - 05/01/2010	A	A	A	A	A																				
24/12/2009 - 03/01/2010	A	A	A																						

This calendar displays a detailed view of all types of leave that the employee was on (including training days) over a specified period.

5.15. **Employment Equity**

Setup Reporting Periods

| From Date | 1 | October ▼ | 2010 |
| To Date | 30 | September ▼ | 2011 |

Equity Remuneration

◉ Use Equity Remuneration from PSIberPAY (Capture YTD Take-On Totals in 'Equity Remuneration' screen)

◯ Use remuneration as captured on 'Equity Remuneration' screen

Capture Equity Remuneration by   ◉ Total for Period   ◯ Per Month

Equity Reporting

EEA2 Reports

◯ Active Employees within Period

◉ Active Employees at end of Period

EEA4 Reports

◉ Active Employees within Period

◯ Active Employees at end of Period

EEA2 & EEA4 Reports

☐ Make temporary employees permanent after [   ] months service

☐ Include contractors as permanent after [   ] months service

Employment Equity Goals

Period for which Goals are Set

Period `01/10/2006 - 30/09/2007` ▼

From `1` `October` ▼ `2008` Calendar   To `30` `September` ▼ `2009` Calendar

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	African	Coloured	Indian	African	Coloured	Indian	White	White	Male	Female	
TopManagement											
Senior Management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents											
Semi Skilled and discretionary decision making											
UnSkilled and defined decision making											
TOTAL PERMANENT											
Non - permanent Employees											
TOTAL											

Employer Details | Section F (EEA2) | Section F – Barriers (EEA2) | Income Diff. (EEA4)

Awareness of Employment Equity

Please include which of the following awareness measures were implemented by your organisation

Measure	Yes	No	No. of employees
Formal written communication	○	●	
Policy statement includes reference to employment equity	○	●	
Summary of the Act displayed	○	●	
Employment Equity training	○	●	
Diversity management programmes	○	●	
Discrimination awareness programmes	○	●	

Consultation

Please indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan and when preparing this Employment Equity Report:

Stakeholder	Yes	No
Consultative body or employment equity forum	○	●
Registered trade union(s)	○	●
Employees	○	●

Payroll Demo

Employment Equity Goals Versus Actual

Planned Goal Achievement Date : 2007

Non Disabled

Occupational Categories	Male A G	Male A A	Male C G	Male C A	Male I G	Male I A	Female A G	Female A A	Female C G	Female C A	Female I G	Female I A	Female W G	Female W A	White Male W G	White Male W A	Foreign Male G	Foreign Male A	Foreign Female G	Foreign Female A	TOTAL G	TOTAL A
Legislators, Senior officials and managers	2				1		2				1			1		1					6	2
Professionals						2								3		5					2	8
Technicians and associate professionals			2																		2	
Clerks				6	2			5	1	2				5		4					4	21
Sevice and sales workers										2												2
Skilled agricultural and fishery workers																						
Craft and related trades workers							2														2	
Plant and machine operators and assemblers	1	19	2	2											2	4					5	25
Elementary occupations		3																				3
TOTAL PERMANENT	3	28	6	2	3		4	5	1	5				9	2	14					23	59
Non - permanent employees																						
GRAND TOTAL	3	28	6	2	3		4	5	1	5				9	2	14					23	59

5.16. Workplace Skills Plan Module

WSP Setup

Occupational Category: Clerks

Job Grade: Grade 8

Job Title / Occupation: Supervisor

Training Course / Intervention:

Clerks > Grade 8 > Supervisor

	African			Coloured			Indian / Asian			White			Total		
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
										2	1		2	1	

View Current Profile   ● As at 1 April 2007   ○ At Current Date < 2009-05-29 >

[New Occ. Category] [New Job Title] [New Course] [Update] [Remove] [Remove All]

Occupational Category	Occupation / Job Title	Training Course / Intervention	M	F	D
Clerks			2	4	0
	Grade 8 - Supervisor		2	1	0
	Grade 7 - Office Orderly		0	1	0
	Grade 8 - Book Keeper		0	1	0
	Grade 8 - Debtors Clerk		0	1	0
Legislators, Senior Officials and ...			0	0	0
Plant and Machine Operators an...			4	0	0
	Grade 11 - Tyre Attendant		2	0	0
	Grade 9 - Driver Code 13		2	0	0
Professionals			0	0	0

Training Year: 1 April 2007 - 31 March 2008 — SDL No: SDL001

Occupational Categories > Job Title > Training Course	African			Coloured			Asian/Indian			White			Total		
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Elementary Occupations	2	0	0	2	0	0	2	0	0	1	2	0	7	2	0
A1 - Cleaner	2	0	0	2	0	0	2	0	0	1	2	0	7	2	0
P101 - Pastel	2	0	0	2	0	0	2	0	0	1	2	0	7	2	0
Craft and related Trade Workers	3	2	3	2	3	2	3	2	3	2	3	2	10	10	10
Plant and Machine Operators and Assemblers	1	2	1	2	1	2	1	2	1	2	1	2	6	6	6
Skilled Agricultural and Fishery Workers	3	3	3	3	3	3	3	3	3	3	3	3	12	12	12
Clerks	2	2	2	2	2	2	2	2	2	2	2	2	8	8	8
Professionals	1	0	0	0	2	0	0	0	3	1	2	3	2	4	6
Service and Sales Workers	3	1	2	3	1	2	3	1	2	3	1	2	12	4	8
Technicians and Associate Professionals	4	3	2	4	3	2	4	3	2	4	3	2	16	12	8
Legislators, Senior Officials and Managers	3	3	3	3	3	3	3	3	3	3	3	3	12	12	12
Total	22	16	16	21	18	16	21	16	19	21	20	19	85	70	70
Grand Total (M+ F)														155	

6. Sample Reports

6.1. Employee Appraisal Report

Tax Year: (March, 2006 - February, 2007)

Printed : Tue May 13 14:56:50

PSIber Holdings
PSIber STAFF
Employee Basic Appraisals

Key Performance Area Rating

	Key Performance Areas	Key Performance Indicators	Measurable Outputs	Weighting	Actual Rating	Actual Score	Expected Rating	Expected Score	Comments
1	Manage Budget and Expenses	Identify expenditures and receivables	Process payments and receipts within 60 days	20	6	120	5	100	Maintain department budget within 10% variance
2	Communication	Foster open communication between supervisors; peers and subordinates	Conduct weekly department head & bi-monthly co-worker meetings	20	3	60	5	100	
3	Manage Manpower Planning	Utilise labour scheduling tools	Manpower plan follow demand pattern	20	6	120	6	120	
4	Manage Staff	Provide training; direction; supervision; evaluation and corrective action when required	Acts as role model for all employees by demonstrating behaviour and work ethic expected of all PSIber employees	20	4	80	6	120	

6.2. Labour Turnover Summary

From: January 2008	To: December	Labour Turnover Summary										Print Date: Tue Jun 10 08:58:23 CAT

2008	January	February	March	April	May	June	July	August	September	October	November	December	Average For Period
PSIberSTAFF													
Executive, 01													
Active(End of Period)	12	12	12	12	12	12	12	12	12	12	12	12	12.00
New	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Transferred In	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Discharged	0	0	1	0	0	0	0	0	0	0	0	0	0.083
Suspended	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Reinstated	0	0	1	0	0	0	0	0	0	0	0	0	0.083
Transfered Out	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Movement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Turnover Excl T\O	0.00	0.00	8.333	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.694
Turnover Incl T\O	0.00	0.00	8.333	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.694
Admin, 02													
Active(End of Period)	12	12	12	12	12	12	12	12	12	12	12	12	12.00
New	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Transferred In	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Discharged	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Suspended	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Reinstated	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Transfered Out	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Movement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Turnover Excl T\O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Turnover Incl T\O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

6.3. Absenteeism Summary

<div align="center">

Payroll Demo

PSIberSTAFF (Monthly Payroll)

Absenteeism Summary (all leave types)

</div>

Period : 01/03/2006 - 28/02/2007

	Working Days in Period	Annual Leave	Sick Leave	Absent without Permission	Compassionate Leave	Other Leave	Total Days Off	% to Working Days
15 - RAPHAELA, R	249.00	5.0000	2.0000				7.0000	2.81%
31 - RAPHELA, H	249.00	5.0000	3.0000				8.0000	3.21%
10 - RENNIE, T C	249.00	5.0000	9.0000				14.0000	5.62%
41 - ROETS, M	249.00	5.0000	1.0000				6.0000	2.41%
61 - SAM, TA	249.00	4.0000	1.0000				5.0000	2.01%
53 - SEPTEMBER, T	249.00	5.0000	2.0000				7.0000	2.81%
23 - SHABANGU, S	20.00	5.0000	1.0000				6.0000	30.00%
20 - SINGH, A	249.00	5.0000	1.0000				6.0000	2.41%
100 - Smith, J	0.00							
65 - STEVENS, I	249.00	8.0000	1.0000				9.0000	3.61%
34 - STRUWIG, C	249.00	5.0000	2.0000				7.0000	2.81%
37 - STRUWIG, JS	249.00	5.0000	1.0000				6.0000	2.41%
60 - SWARTBOOI, ZA	249.00	5.0000	1.0000				6.0000	2.41%
71 - Test, T	249.00	5.0000	1.0000				6.0000	2.41%
24 - THERON, T	249.00	11.0000	1.0000				12.0000	4.82%
14 - THOMSON, A O	249.00	1.0000	1.0000				2.0000	0.80%
13 - WILLOCKS, H	249.00	5.0000	1.0000				6.0000	2.41%
9 - WILSON, B	249.00	9.0000	1.0000			1.0000	11.0000	4.42%
Totals	13,255.00	356.0000	95.0000	0.0000	7.0000	16.0000	479.0000	
% to Working Days		2.69%	0.72%	0.00%	0.05%	0.12%	3.61%	

Absenteeism Rate:	8.6364	(percentage of sick days per total working days available)
Inactivity Rate:	3.6137	(percentage of leave days per total days worked)
Sick Leave Occurrences / Incidents:	57.0000	(number of sick leave occurrences)
Absence Severity Rate:	1.6667	(average duration of sick leave taken)

6.4. Training Summary by Occupational Category

Company / Group Name
Payroll Name
Training Summary by Occupational Category

Report Period : 01/04/2007 – 31/03/2008

Employee Number	Employee Name	Job Title	Training Intervention	Training Provider	Int. / Ext.	Course Dates Start	Course Dates End	Cost (Excl Time Costs)	African M	African F	African D	Coloured M	Coloured F	Coloured D	Indian / Asian M	Indian / Asian F	Indian / Asian D	White M	White F	White D	Total M	Total F	Total D
Cost Centre / Paypoint / Department / Job Title / Job Grade																							
Occupational Category: Professionals																							
01111	Gareth Banks	Software QA	MS Project	We Teach Inc.	Ext	01/042007	01/04/2007	R 1,700.00	x														
01111	Gareth Banks	Software QA	MS Word	We Teach Inc.	Ext	05/05/2007	05/05/2007	R 1,200.00	x														
01111	Gareth Banks	Software QA	ISO9000		Int	07/06/2007	07/07/2007	R 5,000.00	x														
01248	Daniel Young	Developer	MS Word	We Teach Inc.	Ext	05/05/2007	05/05/2007	R 1,200.00	x														
02488	Jayne Esterhuizen	Software QA	Manual Testing	Test Data Services	Ext	07/06/2007	07/07/2007	R 1,500.00								x							
02488	Jayne Esterhuizen	Software QA	MS Word	We Teach Inc.	Ext	05/05/2007	05/05/2007	R 1,200.00								x							
Total (Employees received training)								R11,800.00	2	0	0	0	0	0	0	1	0	0	0	0	2	1	0
Total (Courses attended)									4	0	0	0	0	0	0	2	0	0	0	0	4	2	0
Occupational Category: Legislator, Senior Officials and Managers																							
01578	Lizelle Wakeford	QA Manager	MS Word	We Teach Inc.	Ext	01/042007	01/04/2007	R 1,700.00											x				
01578	Lizelle Wakeford	QA Manager	MS Excel	We Teach Inc.	Ext	05/05/2007	05/05/2007	R 1,200.00											x				
83930	Meagan Kinsman	Administrator	MS Word	We Teach Inc.	Int	07/06/2007	07/07/2007	R 5,000.00											x				
83930	Meagan Kinsman	Administrator	MS Excel	We Teach Inc.	Ext	05/05/2007	05/05/2007	R 1,200.00											x				
03093	Chantal Do Nascimento	Consultant	MS Word	We Teach Inc.	Ext	07/06/2007	07/07/2007	R 1,500.00								x							
03093	Chantal Do Nascimento	Consultant	Client Management		Int	05/05/2007	05/05/2007	R 1,200.00								x							
Total (Employee received training)								R11,800.00	0	0	0	0	0	0	0	1	0	0	2	0	0	3	0
Total (Courses attended)									0	0	0	0	0	0	0	2	0	0	4	0	0	6	0
Occupational Category: Sales and Service Workers																							
No employees linked to this occupational category with training within selected period																							
Total (Employee received training)								R 0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Courses attended)									0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Employee received training)								R23,600.00	2	0	0	0	0	0	0	2	0	0	2	0	0	6	0
Total (Courses attended)									4	0	0	0	0	0	0	4	0	0	4	0	0	12	0
Grand Total (Employee received training)								R23,600.00	2	0	0	0	0	0	0	2	0	0	2	0	0	6	0

6.5. Training Received

Tax Year: (Tax Year: 2006-03-01 - 2007-02-28)   Print Date : 12/05/2008

Payroll Demo
PSIberSTAFF
Training Received Summary

For Period: 12-May-2008

Employee		Internal / External	Start Date	End Date	Working Days	Working Hours	Non-Working Days	Non-Working Hours	Part of WSP	NQF Option	Unit Standard / Qualification	Pass Course	Competent
Course Code / Name: Adult Basic Education Training													
64	COLLINS, C	Internal	14-Mar-2005	18-Mar-2005	5	40	0	0	No			n/a	n/a
46	MAMANA, FS	Internal	27-Mar-2006	27-Mar-2006	1	8	0	0	No			n/a	n/a
38	MAMOGOBO, J.S	Internal	27-Nov-2006	27-Nov-2006	1	8	0	0	No			n/a	n/a
Total Employees for Course:	3												
Course Code / Name: Advanced First Aid - Level 1													
64	COLLINS, C	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
40	DIBILONG, W.M	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
45	DLAMINI, J.S	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
8	DOWNIE, I	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
26	DUNNE, R	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
29	fernie, m	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
55	FISHER, JRS	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
48	FRITZ, DR	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
7	GERBER, A	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No			n/a	n/a
46	MAMANA, FS	External	21-Aug-2006	22-Aug-2006	2	16	0	0	No			n/a	n/a
13	WILLOCKS, H	External	09-Mar-2006	09-Mar-2006	1	8	0	0	No			n/a	n/a
9	WILSON, B	External	02-Jan-2007	03-Jan-2007	2	16	0	0	No			n/a	n/a
Total Employees for Course:	12												
Course Code / Name: Aids in the Workplace Awareness													
17	ALCALA, D M	Internal	14-Jun-2006	15-Jun-2006	2	16	0	0	No			n/a	n/a
49	ARENDS, TA	External	06-Mar-2006	07-Mar-2006	2	16	0	0	No			n/a	n/a
5	CHUNARA, H	Internal	23-Oct-2006	23-Oct-2006	1	8	0	0	No			n/a	n/a
26	DUNNE, R	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No			n/a	n/a
29	fernie, m	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No			n/a	n/a
55	FISHER, JRS	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No			n/a	n/a
48	FRITZ, DR	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No			n/a	n/a
38	MAMOGOBO, J.S	External	14-Aug-2006	14-Aug-2006	1	8	0	0	No			n/a	n/a
13	WILLOCKS, H	Internal	23-Oct-2006	24-Oct-2006	2	16	0	0	No			n/a	n/a
Total Employees for Course:	9												

6.6. Staff Movement

Printed : 2009.06/12 01:51:34

Payroll Demo

Staff Movement (incl. Headcount Details)

Branch	Balance B/F 31/12/2005	New/Reinstated Employees	Transferred In Employees	Terminated Employees	Transferred Out Employees	Reason for Termination	Length of Service Years	Months	Job Title Position	Balance C/F 31/01/2006	% Increase Decrease	Permanent Employees	Temporary Employees
Payroll Demo													
PSiberSTAFF	70	0	0	0	0					70	0.0000	68	2
GRAND TOTAL	70	0	0	0	0					70	0.0000	68	2

Permanent Staff (Active)	68
Temporary Staff (Active)	2
Total	70
Permanent New/Reinstated	0
Temporary New/Reinstated	0
Total	0
Permanent Transferred In	0
Temporary Transferred In	0
Total	0
Permanent Terminated	0
Temporary Terminated	0
Total	0
Permanent Transferred Out	0
Temporary Transferred Out	0
Total	0

6.7. Active Employee Report

<table>
<tr><td colspan="11">**Active Employee Information** — Print Date: Fri Jun 12 13:58:35 CAT</td></tr>
<tr><th>Name</th><th>Employee Number</th><th>ID Number</th><th>Date Of Birth</th><th>Employment Type</th><th>Engagement Date</th><th>Job Grade</th><th>Job Title</th><th>Cost Centre</th><th>Pay Point</th><th>Rate of Pay</th></tr>
<tr><td colspan="11">February 2007</td></tr>
<tr><td colspan="11">PSiberSTAFF</td></tr>
<tr><td colspan="11">Admin - Admin (Dep3)</td></tr>
<tr><td>DHANPAL M</td><td>27</td><td>6204295069086</td><td>Apr 29, 1962</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 8</td><td>Admin Clerk</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>4,950.00 p/m</td></tr>
<tr><td>DLAMINI J.S</td><td>45</td><td>6011125752080</td><td>Nov 12, 1960</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 14</td><td>Cleaner / Tea Maker</td><td>Admin (02)</td><td>PP2, Selby</td><td>15.00 p/h</td></tr>
<tr><td>MAHLANGU J</td><td>16</td><td>5406295135085</td><td>Jun 29, 1954</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 7</td><td>Office Orderly</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>4,950.00 p/m</td></tr>
<tr><td>SHABANGU S</td><td>23</td><td>5901295161057</td><td>Jan 29, 1959</td><td>Permanent</td><td>Feb 1, 2007</td><td>Grade 8</td><td>Receptionist</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>5,500.00 p/m</td></tr>
<tr><td>Test T</td><td>71</td><td>8208255028087</td><td>Aug 25, 1982</td><td>Permanent</td><td>Jun 1, 2005</td><td>Grade 10</td><td>Driver Code 8</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>7,326.00 p/m</td></tr>
<tr><td>ALCALA D M</td><td>17</td><td>4204035387087</td><td>Apr 3, 1942</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 5</td><td>General Manager</td><td>Admin (02)</td><td>PP1, Germiston</td><td>12,000.00 p/m</td></tr>
<tr><td colspan="11" align="center">Total Employees : 6</td></tr>
<tr><td colspan="11">Admin - Finance (Dep1)</td></tr>
<tr><td>fernie m</td><td>29</td><td>6204165677081</td><td>Apr 16, 1962</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 8</td><td>Book Keeper</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>8,250.00 p/m</td></tr>
<tr><td>MARQUES T</td><td>21</td><td>7407165160086</td><td>Jul 16, 1974</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 8</td><td>Cash Book Clerk</td><td>Admin (02)</td><td>PP2, Selby</td><td>4,950.00 p/m</td></tr>
<tr><td>MCKENNA C</td><td>28</td><td>5312135050080</td><td>Dec 13, 1953</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 8</td><td>Creditors Clerk</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>4,950.00 p/m</td></tr>
<tr><td>NXHAYA E</td><td>22</td><td>4901060081002</td><td>Jan 6, 1949</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 8</td><td>Debtors Clerk</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>4,950.00 p/m</td></tr>
<tr><td>RENNIE T C</td><td>10</td><td>5911145804087</td><td>Nov 14, 1959</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 5</td><td>Accountant</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>11,000.00 p/m</td></tr>
<tr><td colspan="11" align="center">Total Employees : 5</td></tr>
<tr><td colspan="11">Admin - HR (Dep2)</td></tr>
<tr><td>NORRIS R P</td><td>11</td><td>6108240700083</td><td>Aug 24, 1961</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 5</td><td>HR Administrator</td><td>Admin (02)</td><td>PP3, Edenvale</td><td>8,250.00 p/m</td></tr>
<tr><td>Kernel J</td><td>75</td><td>6103035050123</td><td>Mar 13, 1961</td><td>Permanent</td><td>Jan 2, 2007</td><td>Grade 5</td><td>Accountant</td><td>Admin (02)</td><td>PP1, Germiston</td><td>12,500.00 p/m</td></tr>
<tr><td colspan="11" align="center">Total Employees : 2</td></tr>
<tr><td colspan="11">Executive - Exec (Dep8)</td></tr>
<tr><td>MALIN H</td><td>12</td><td>6506215551086</td><td>Jun 21, 1965</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 11</td><td>Fueler</td><td>Executive (01)</td><td>PP3, Edenvale</td><td>7,700.00 p/m</td></tr>
<tr><td>WILSON B</td><td>9</td><td>5902026164089</td><td>Feb 2, 1959</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 4</td><td>HR Manager</td><td>Executive (01)</td><td>PP3, Edenvale</td><td>8,800.00 p/m</td></tr>
<tr><td>MACKAY B</td><td>2</td><td>7902020116083</td><td>Feb 2, 1979</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 3</td><td>Financial Director</td><td>Executive (01)</td><td>PP3, Edenvale</td><td>27,500.00 p/m</td></tr>
<tr><td>NORRIS J</td><td>1</td><td>5504070022088</td><td>Apr 7, 1955</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 3</td><td>Managing Director</td><td>Executive (01)</td><td>PP3, Edenvale</td><td>38,500.00 p/m</td></tr>
<tr><td>WILLOCKS H</td><td>13</td><td>7002195253082</td><td>Feb 19, 1970</td><td>Permanent</td><td>Mar 1, 2005</td><td>Grade 6</td><td>Personal Assistant</td><td>Executive (01)</td><td>PP3, Edenvale</td><td>9,350.00 p/m</td></tr>
<tr><td>Holmes H</td><td>74</td><td>7706040078788</td><td>Jun 4, 1977</td><td>Permanent</td><td>Apr 5, 2006</td><td>Grade 12</td><td>Greaser</td><td>Executive (01)</td><td>PP2, Selby</td><td>24,350.00 p/m</td></tr>
<tr><td colspan="11" align="center">Total Employees : 6</td></tr>
</table>

Total Payroll and HR Solutions

6.8. Employee Personal Information Confirmation

Employee Personal Information Confirmation
SARS Mandatory PAYE Requirement

Date: 12/06/2009 Time: 02:55:30   Username: dale PAGE: 1

Employee No.	17	Employee Name	ALCALA, DESIRE MURA
ID Number	4204035387087	Date Engaged	01/03/2005
Cost Code	02, Admin	Department	Admin

Name & Address Details

(tick if correct) *(enter changes below)*

Surname	ALCALA
First Names	DESIRE MURA

Physical Address

Unit Number
Complex Name
Street Number
Street / Name of Farm
Suburb / District
City
Country
Code

Postal Address

Tick if same as above

Type of Postal Service
Suite / Service Number
Unit Number
Postal / Private Bag No
Complex Name
Street Number
Street / Name of Farm
Suburb / District
City
Country
Code

Contact No (Home) 116726106
Contact Mobile No
Email Address

6.9. Employee Disciplinary Details

Employee Disciplinary Actions, Misconducts & Grievance Details

3014, Can CS

Disciplinaries

Incident / Charge	Regularly arriving late for work		
Date of Incident / Charge	04/06/2003	Complainant	Helene Liebenberg
Date Lodged		Disciplinary Officer	Helene Liebenberg
Date of Disciplinary Action	04/06/2003	Employee's Representative	
Disciplinary Action	Regular late comming		
Steps	Written warning		
Comments	Have given verbal warnings before - now written warning		
Warning Type	Written Warning 1	Outcome	
Reference No.	155		
Valid Period	0		
		Expiry Date	

Disciplinaries

Incident / Charge	Regularly arriving late for work		
Date of Incident / Charge	04/06/2003	Complainant	Helene Liebenberg
Date Lodged		Disciplinary Officer	Helene Liebenberg
Date of Disciplinary Action	04/06/2003	Employee's Representative	
Disciplinary Action	Regular late comming		
Steps	Written warning		
Comments	Have given verbal warnings before - now written warning		
Warning Type	Written Warning 1	Outcome	
Reference No.	156		
Valid Period	0		
		Expiry Date	

6.10. Employee Recruitment History Details

17, ALCALA, D M

Job Applied for...

Job Grade:	Grade 4
Job Title:	Workshop Manager
Date Applied:	18/01/2005

Recruitment Details

Recruitmeny Agency:	ABC Recruiters
Person Resposible:	Sue Evans
Media Name:	
Media Option:	
Other:	
Have C.V. on Hand?	Yes

Correspondence Details

Date	Type	Comments
19/01/2005	Application Received	
20/01/2005	Application Received	Requested first interview

Interview Details

Date	Type	Interviewer	Comments
01/02/2005	First Interview	Mr Pollock	
07/02/2005	Second Interview	Mr Pollock	Requested Assesment
09/02/2005	Panel Interview	Mr Pollock and Managers	

Reference Check Details

Date:	14/02/2005	Date:	16/02/2005
Type:	Criminal Record Clearance	Type:	Previous Employer
Clearance:	N/A	Clearance:	N/A
Contact Details		*Contact Details*	
Company:	Check the Criminal CC	Company:	Dow Shipping Ltd
Contact Person:	Mr Jones	Contact Person:	Mrs Hedge
Telephone Number:	011 444 4444	Telephone Number:	011 555 5555
Email Address:		Email Address:	
Comments:		Comments:	Confirmed previous employement

Offer Details

Offer Date	Authorised By	Candidate Response	Offer Amount	Offer Details	Accepted Offer
15/02/2007	Mr Pollock	Not Happy with amount	R 7,500.00 - Monthly		No
18/02/2005	Mr Pollock		R 9,500.00 - Monthly	Included Medical Aid benefit	Yes

Offer Acceptance Date	18/02/2005
Comments	
Job Commencement Date	01/03/2005
Probation Period	
Months	3
Weeks	0
Reason	

Employment Equity Details

6.11. Employee Equipment Details

Print Date : 2009/06/12 02:53:15

PSIber Holdings
PSIberSTAFF
Employee Equipment Details

Equipment Details 17, ALCALA, D M

Equipment Code / Description	Laptop
Equipment Category	Information Technology
Equipment Make	HP
Equipment Model	Equipment Model 01
Serial Number	zccvt163772 8sjh
Asset Number	
Insured?	Yes
Insurance Company	Over Insurance
Type of Insurance	Business
Policy Number	BUS000101
Type of Cover	Fully Comprehensive
Cover Value	2,500,000.00
Issue Date	06.08.01 01:59
Issue Reason	Job requirement
Issue Condition	Good
Issue Value	12,000.00
Authorised By	Mr Ernest
Returned?	No
Comments	

6.12. Equipment Summary

Equipment Summary

For Period : To Current...

Employee	Employment Status	Status Date	Equipment Code / Description	Category	Make	Model	Serial Number	Issued Date	Returned	Returned Date
Aeroport (Aeroport)										
Clothing Code / Description : Laptop										
Begg, PS - AER002	Transferred Out	16/04/2009	Laptop	Information Technology	HP	Equipment Model 02	3543434342342	20/04/2009	No	
Bokako, FM - AER003	Transferred Out	28/02/2009	Laptop	Audio Visual	Samsung	Equipment Model 02	1.23457E+35	14/02/2009	Yes	14/04/2009
Bokako, FM - AER003	Transferred Out	28/02/2009	Laptop	Audio Visual	Samsung	Equipment Model 02	serial number import test	01/01/2009	No	
Botha, M - AER005	Transferred Out	01/04/2009	Laptop	Audio Visual	Dell	Equipment Model 01	234234	21/05/2009	No	
Empey, NW - AER008	Transferred In	01/11/2007	Laptop	Information Technology	HP	Equipment Model 03	9	01/05/2009	No	
Ford, J - AER009	Transferred In	01/10/2008	Laptop	Information Technology	HP	Equipment Model 03	231474852	01/05/2009	No	
Kekana, LR - AER015	Active	28/01/2008	Laptop	Information Technology	HP	Equipment Model 03	123456781234567812 34567	21/05/2009	No	
Kekana, LR - AER015	Active	28/01/2008	Laptop	Information Technology	HP	Equipment Model 03	8765432187654321876 5432	01/05/2009	Yes	15/05/2009
Kekana, LR - AER015	Active	28/01/2008	Laptop	Information Technology	HP	Equipment Model 03	123456987	01/05/2009	Yes	15/05/2009
Louw, C - AER016	Active	17/07/1995	Laptop	Information Technology	HP	Equipment Model 03	1	01/05/2009	No	
Maake, C - AER017	Active	02/09/1991	Laptop	Information Technology	HP	Equipment Model 03	2	01/05/2009	Yes	15/05/2009
Maluleke, RR -	Active	01/01/2006	Laptop	Information Technology	HP	Equipment Model 03	3	01/05/2009	No	
Mashigo, MJ -	Active	11/12/2007	Laptop	Information Technology	HP	Equipment Model 03	4	01/05/2009	Yes	15/05/2009
Mathibala, MS -	Active	01/03/2007	Laptop	Information Technology	HP	Equipment Model 03	5	01/05/2009	No	
Matsena, TA -	Active	01/04/2008	Laptop	Information Technology	HP	Equipment Model 03	6	01/05/2009	Yes	16/05/2009
Mavasa, JJ - AER022	Active	01/03/2007	Laptop	Information Technology	HP	Equipment Model 03	7	01/05/2009	Yes	16/05/2009
Melato, MJ - AER023	Active	01/04/2008	Laptop	Information Technology	HP	Equipment Model 03	8	01/05/2009	Yes	17/05/2009
Mokgatlhane, K -	Transferred In	01/01/2008	Laptop	Information Technology	HP	Equipment Model 03	9	01/05/2009	No	
Ndlovu, BK - AER031	Discharged	01/08/2005	Laptop	Information Technology	HP	Equipment Model 03	9	01/05/2009	No	
Nkosi, SW - AER032	Active	22/09/2008	Laptop	Information Technology	HP	Equipment Model 03	231474852	01/05/2009	No	
Rangani, KS -	Active	25/09/2008	Laptop	Information Technology	HP	Equipment Model 03	9	01/05/2009	No	
Roelofse, E - AER034	Active	01/06/2008	Laptop	Information Technology	HP	Equipment Model 03	231474852	01/05/2009	No	
Total Issued 22										
Total Returned 8										
Clothing Code / Description : Projector										
Begg, PS - AER002	Transferred Out	16/04/2009	Projector	Office	Samsung	Equipment Model 05	serial number	21/04/2009	Yes	28/04/2009
Total Issued 1										
Total Returned 1										
Clothing Code / Description : White Board										
Botha, M - AER005	Transferred Out	01/04/2009	White Board	Office	HP	Equipment Model 01	serial number 1	01/05/2009	Yes	06/05/2009
Botha, M - AER005	Transferred Out	01/04/2009	White Board	Office	HP	Equipment Model 01	serial number 2	01/05/2009	No	
Botha, M - AER005	Transferred Out	01/04/2009	White Board	Office	HP	Equipment Model 01	serial number 3	01/05/2009	No	

6.13.   Employee Skills & Training

Payroll Demo

PSIberSTAFF (Monthly Payroll)

Skills and Training Details

Skills Acquired - 17, ALCALA, D M

Skill Code / Description	MS PowerPoint
Skills Category	Business Soft Skills
How Skill Acquired	Institution
Date Acquired	23/02/1969
Group	
	Business Related
Length of Time	2 Months, 0
Importance Level	Level 3 - Average

Proficiencies :	*Level*	*Evaluation Date*
	Level 5	11/08/2008
	Level 4	09/03/2008

Skill Code / Description	BWS : Business Writing Skills
Skills Category	Business Soft Skills
How Skill Acquired	Self Study
Date Acquired	01/02/2005
Group	
	Job Related
	Business Related
Length of Time	2 Year, 0
Importance Level	Level 4 - Medium

Proficiencies :	*Level*	*Evaluation Date*
	Level 5	

Skill Code / Description	ACPR : Adult CPR
Skills Category	Conflict and Negotiation
How Skill Acquired	Employer
Date Acquired	09/09/2006
Group	
	Compentency Related
Length of Time	6 Months, 0
Importance Level	Level 3 - Average

Proficiencies :	*Level*	*Evaluation Date*
	Level 3	

END OF DOCUMENT

Buildsmart HR Basic
Personnel / Staff Administration

Detailed Product Overview

Version 14.04.00