

February 2011

General Information Notice G1/2011

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Greetings

Can you believe that 2010 (and the soccer world cup) are already a thing of the past, and we are already taking big strides into 2011!

Well, we at the Buildsmart HR team are now rested and excited to take on the New Year with you, and trust that we will be able to help you make this year a success for both you and your company.

It may seem as though 2011 has only just begun, but the tax year end is fast approaching – and the December festivities are already becoming a distant memory! Such is the life of us in the action packed world of payroll management, HR administration and tax returns. And it seems we have more work cut out for us this year than ever!

On a more serious note, this newsletter is jam-packed with everything you need to know for the next few months, from the details around our Tax and Legal Workshop, which has proven to be a very effective way of preparing you in advance for your tax and labour requirements, to the latest functionality that has been added to the Buildsmart HR system and our planned development activities for the next 12 months.

On top of all of this we are still going to have to try and find time to watch the cricket world cup and a long super 15 rugby season!

Welcome to New Buildsmart HR Users

We would like to extend our welcome to the following companies, who have all recently joined the Buildsmart HR family:

- Crowie Projects
- Edison Jehamo Power
- The Racec Group
- Sanyati

We trust that our partnership together will be a long and successful one!

Tax and Labour Workshop – March 2011

Following on the success of the previous tax workshops, we would again like to extend an invitation to all Buildsmart clients to attend our March Tax Workshop. As the format in the past has proven to be very successful, we will be continuing in the same vein this year. The items that we will be covering this year are:

- The Budget Speech, and its effect on payroll management and processing
- Preparing you for the 2011 filing season
- Ensuring that you are compliant with regards to SARS /DOL requirements
- We have called on the legal experts to bring you up to speed with the latest changes and proposed changes to the Labour Relations Act, Basic Conditions of Employment Act, and the Employment Equity Act.
- Finally we will be answering questions about extracting your employee IRP5 information out of the payroll, for uploading into the e@syFile system.
- We will also have an expert at the workshop to assist with any e@syFile related queries.

An invitation, agenda and booking form have been attached to this newsletter for more information. As you can see, there are many extremely relevant issues to be covered, so be sure not to miss out!

To book for the workshop, please contact Kelly Morrison at either Kelly.morrison@ccssa.com or on (012) 643 0380.

Buildsmart Payroll / HR Interface

As many of you will be aware, we have released the third phase of integration between the Buildsmart Payroll and HR systems. Both the Buildsmart Payroll and HR Modules have been enhanced to cater for in-system automatic notifications. These notifications will provide the user with all new and updated information from the other system, and allow the user to synchronize with the new data. This will ensure that all new information will be identical in both systems, and avoid any conflicting data for employees.

- Buildsmart HR allows for 'Real time' User notifications of updates done in the Buildsmart Payroll. The user is notified by a flashing red button on the top left-hand side of their screen. The user will be able to make use of this function by clicking on the 'Company Maintenance' button. This will pop up a dialogue that will allow the user to synchronize the updates.
- A 'Refresh' option is available to allow the user to check immediately for any updates.
- Updates done in Buildsmart HR will also result in notifications in the Buildsmart Payroll Module.

- An option to 'Validate' all new and updated information is required, to ensure the integrity of the data being imported.
- An error report is provided to the user (by clicking "View Errors") which documents all errors identified on employee information. This can be printed, saved or emailed.
- An audit report is provided to the user (by clicking "Audit Report") which documents all changes made to the system by the running of the synchronization. This can be printed, saved or emailed.

- Job Grades & Titles: Buildsmart Payroll previously had a free format input field, but has now been changed to use Buildsmart HR's Job Grade and Job Titles list. These have also been made mandatory fields within the Buildsmart Payroll Module.

- Leave: All leave balances have been made available to the Buildsmart Payroll for inclusion on payslips.

- Pay Information: Fields for "Rate of Pay" and "Period for Rate of Pay" (i.e. hourly, daily, weekly or monthly) can now be imported from the Buildsmart Payroll to be included in reports in the Buildsmart HR Module and viewed on the screen.

Your consultant will be in contact with you to setup a date and time for your upgrade to the new integration, if you have not been contacted already.

We thank you for your patience in this regard, and trust that you will find the new functionality of great use.

Development Schedule for 2011

Please see our attached document "Buildsmart HR Module (Specific Enhancements 2010-2011)" for new features on the cards for 2011.

Should there be anything that you would like to see in the system, please feel free to contact Dale Potter, as we are always interested in seeing what more we can be doing to meet the needs and requirements of our clients.

Dale's contact details are:

Work Telephone Number: (011) 454 1074
Cellphone Number: (072) 685 8394
Email Address: dale@psiber.co.za

Scheduled Buildsmart HR Training

Training Courses for the Basic Buildsmart HR program have been scheduled for the coming year. We would like to recommend these courses to all Buildsmart clients interested in the HR software, as it

provides an in-depth look at all the Buildsmart HR functionality. Furthermore, we would like to recommend these courses to clients that desire to do refresher courses, or have new employees requiring training. We will be running these courses on the following dates:

1. 8th and 9th March 2011
2. 14th and 15th June 2011
3. 13th and 14th September 2011

A detailed brochure containing all information related to the training courses has been attached to this newsletter.

To book for a training course, please contact Kelly Morrison at either Kelly.morrison@ccssa.com or on (012) 643 0380.

Important Legal Reminder

Don't forget to place a copy of the following legal Acts in an easily observable area of your offices. Random inspections are being conducted and companies can be fined up to R25 000 if they are not compliant!

The relevant Acts are as follows:

- Basic Conditions of Employment Act
- Labour Relations Act
- Employment Equity Act

To get copies of the Acts for placing on your walls, please contact Anthony Hinds directly, and he will provide you with them **free of charge**. His details are as follows:

Company: Anthony Hinds Attorneys
Telephone: (011) 463 6100

Support and Help Desk

For any product or technical queries, please contact the Support Desk on the number below, where a trained member of staff will be glad to assist you. We would like to request that all queries be directed to the Support Desk, as often our consultants are at clients or in meetings, and as such, are not always able to tend to your needs immediately.

For on-site support and consulting, please contact the consultant you regularly deal with, who will be glad to assist you in this regard.

Support Desk: (011) 454 1074
Support Desk Email Address: support@psiber.co.za