ZEDRA Local Country Guide Payroll Capabilities

South Africa

Reports

South Africa payroll systems will output the following local payroll reports. These are available in English language:

List of reports:

- Payroll Register
- Payroll Reconciliation Report
- Net Payment Listing
- Employee Payslips
- Earnings, deductions and company contribution reports
- Employee master data and payroll audit reports
- Employees' tax report

The reports listed above are standard PaySpace outputs and form the base reporting included in the payroll service fee. Any report, output or interface not listed is out of scope and is treated as an additional service (see Additional Services).

Country Specific Commentary

Specific requirements in-country include, but are not limited to:

- PAYE, UIF and Skills Development Levy (SDL) processing through SARS; Employment Tax Incentive (ETI) where applicable; IRP5/IT3(a) reporting and statutory payroll reconciliations.
- Mandatory benefits and contributions: UIF, SDL and COIDA; severance pay on dismissal for operational requirements (retrenchment); bargaining council and sectoral determination benefits and levies where applicable; national minimum wage compliance.
- Statutory leave (annual, sick, maternity/paternity and family responsibility where applicable), overtime, minimum wage and termination/final-pay calculations in line with local labour law and any applicable collective agreement.
- Statutory filing and payments: the monthly statutory returns and schedules listed under Reports are prepared as part of the payroll service. Submission of these returns to the relevant tax and social security authorities is included in the payroll service. Payment of statutory amounts remains the responsibility of the client, unless payment facilitation is agreed as an additional service.

Local System Functionality

Where Local system capabilities in-country include:

- Cloud-based platform with country-specific statutory rules, tax tables and legislative updates maintained.

Disclaimer: This document must be read in conjunction with our Legal and Regulatory notice at zedra.com

Follow us on

MAKE AMBITION HAPPEN

- Employee self-service access to payslips and payroll information, subject to the client's selected configuration.
- Role-based access, audit trails, approval controls and retrospective calculations.
- Bank payment outputs and general-ledger/costing outputs, subject to the agreed banking and finance-system configuration.
- Bespoke reports, interfaces or data extracts beyond the standard system outputs, available at an additional cost (see Additional Services).

Additional Services

It is possible that additional local services may be required in specific local countries to support the global standard operating model. Below is a list of additionally chargeable services for your consideration:

- Data migration, take-on of historical balances and parallel payroll runs
- Employer registrations, amendments and deregistration's
- Direct liaison, correspondence or dispute/query resolution with tax, social security or other statutory authorities
- Historical payroll corrections, prior-period reconciliations and remediation projects
- Payroll runs in addition to the agreed payroll frequency
- Urgent or after-cut-off processing requests
- Off-cycle, exceptional or complex termination/final-pay calculations outside the agreed payroll cycle
- Expatriate, shadow or split payroll services and non-standard tax calculations
- Work permit and immigration coordination for expatriate employees
- Bespoke client reports, interfaces or data extracts not available as standard system outputs
- Configuration changes requested by the client after go-live
- Entity changes, mergers, acquisitions, restructures and bulk employee transfers
- Training beyond the standard onboarding sessions
- Payment facilitation or treasury/payment administration
- Leave management
- Time and attendance capture, and overtime or shift calculations from raw time data
- Setup, configuration and ongoing administration of employer-elected (non-mandatory) benefits, such as medical aid/health insurance, group life, retirement or provident fund, funeral cover and additional allowances
- Engagement, liaison and reconciliation with third-party insurers, benefit providers, medical schemes and pension/retirement fund administrators
- Employee statutory benefit claims administration (e.g. unemployment, maternity, illness and injury-on-duty claims)
- Bonus, commission and incentive calculations (processing of client-approved amounts is included)
- Share scheme and equity compensation administration and related tax calculations

Disclaimer: This document must be read in conjunction with our Legal and Regulatory notice at zedra.com

- Administration of employee loans and salary advances, and correspondence with third parties on garnishes or court orders
- Drafting or review of employment contracts, HR policies and employee handbooks
- HR and labour relations advisory, including disciplinary, grievance, retrenchment and termination processes
- Salary benchmarking, remuneration structuring and tax-efficient package design
- Onboarding and offboarding administration, including certificates of service and exit documentation
- Direct handling of employee payroll queries (employee helpdesk)