

PAYROLL SERVICE

Helpers at Home offers a Payroll Service to all of our clients. We have found that Clients who employ domestic helpers, see them as part of their family. Most of our clients do not have Payroll and UIF systems in place for their employees.

To assist our employers with their payroll and UIF requirements for their domestic workers we have implemented a SAGE driven payroll system.

Employers can now have piece of mind and leave these payroll related matters to Helpers at Home.

We do all the payroll calculations on a monthly basis and provide an electronic payslip containing all necessary information such as deductions, leave, etc.

The SAGE driven payroll system will **keep record of hours worked, overtime worked, holiday leave, planned leave, sick leave, loans made to employees, medical care deductions, UIF deductions etc.**



Sage Payroll

Why is record keeping important?

- ✓ If the employee has UIF they can claim this benefit during their time off work due to illness or pregnancy.
- ✓ The Employee now has proof of income.
- ✓ The keeping of accurate records also eliminates any potential disputes that might occur between the employer and the employee. In this manner fairness is maintained and a relationship of trust is maintained.
- ✓ The Employer can have piece of mind knowing that leave days are being kept on record and that the employee knows how many leave she has available.

What is available on these payroll system?

UIF Contribution amounts
Manage Deductions - Loans etc.
Manage Leave
Loan Repayments control
Record Keeping



UIF SERVICES

Helpers at Home can now register your Domestic employees (housekeepers, nannies, gardeners and residential employees) on your behalf. This means no more stress full headaches or the need to stand in long queues for employers.

Helpers at Home can assist you with :

- ✓ Household Registrations
- ✓ Employee Registrations
- ✓ Employee Terminations
- ✓ Employee Maternity Terminations

These are the benefits Helpers at Home can provide for you:

- The UIF automatic submissions service allows us to submit the UIF PAYMENT every month electronically.
- We manage the system monthly in accordance with the employees monthly salary.
- The UIF Payment will be debited from the clients bank account directly to the UIF Department of Labors account.
- Client will receive an email that the return has been submitted and payment has been made.



Contact us:
Office: 016 973 3063

Email:
info@helpersathome.co.za

Web:
www.helpersathome.co.za

For only

Payroll: R50.00

UIF: R50.00

***Per month**

**Other Fees from January
2017:**

- ✓ Household Registrations:
R350.00
- ✓ Employee Maternity
Terminations :R350.00

