



BOSHOFF VISSER PAYROLL OUTSOURCING

Are you frustrated with your current payroll system, and don't have the time to manage it effectively?

We at Boshoff Visser can take the hassle of payroll administration out of your hands. Payroll administration is part of the wide range of services that we render, which we would like to offer you.

SERVICES

We offer the following services, but customisation can be made according to your specific needs:

- Preparation of payslips on a monthly, weekly or fortnightly basis.
- Calculating payslip allowances, deductions and company contributions
- Generating and printing of payslips and monthly reports all provided in an electronic format (PDF) or sealed envelopes, whichever is preferred
- Record keeping and updating of staff loans and annual leave.
- Completion, submission of monthly employee's tax UIF returns and electronic payments through e-filing.
- Annual reconciliation of IRP 5 and IT 3 certificates and electronic submission to SARS.
- Maintenance of UIF database.
- Annual completion and submission of workmen's compensation returns

BENEFITS

Benefits of the payroll service:

- We take the responsibility of your payroll out of your hands
- Accurate calculation of salaries, taxes and other statutory deductions.
- No software and stationery costs.
- Up to date salary records for possible SARS inspections.
- Latest legal requirements applied.
- Saving you time, frustration and enabling you to spend time on your core business activity.