

We provide human resources and payroll services to businesses that do not have the internal capacity for these functions.

- Drafting of employment contracts
- Structuring of employees' salaries
- Pay As You Earn (PAYE) registrations
- Skills Development Levies (SDL)
- Unemployment Insurance Fund (UIF) registrations
- Compensation Commissioner (COIDA) registrations
- Full payroll function, including salary calculations, payroll schedules and preparation of payslips
- Calculation of employee taxes and submission of returns via e-filing and payments
- Calculation of UIF contributions and submission of returns
- Bi-annual employee tax reconciliations
- Issuing of IRP5 certificates to employees
- Submission of Return of Earnings to Compensation Commissioner (COIDA)
- Letter of good standing
- Managing of communication with SARS and Department of Labour with specialised knowledge of all current legislation

