

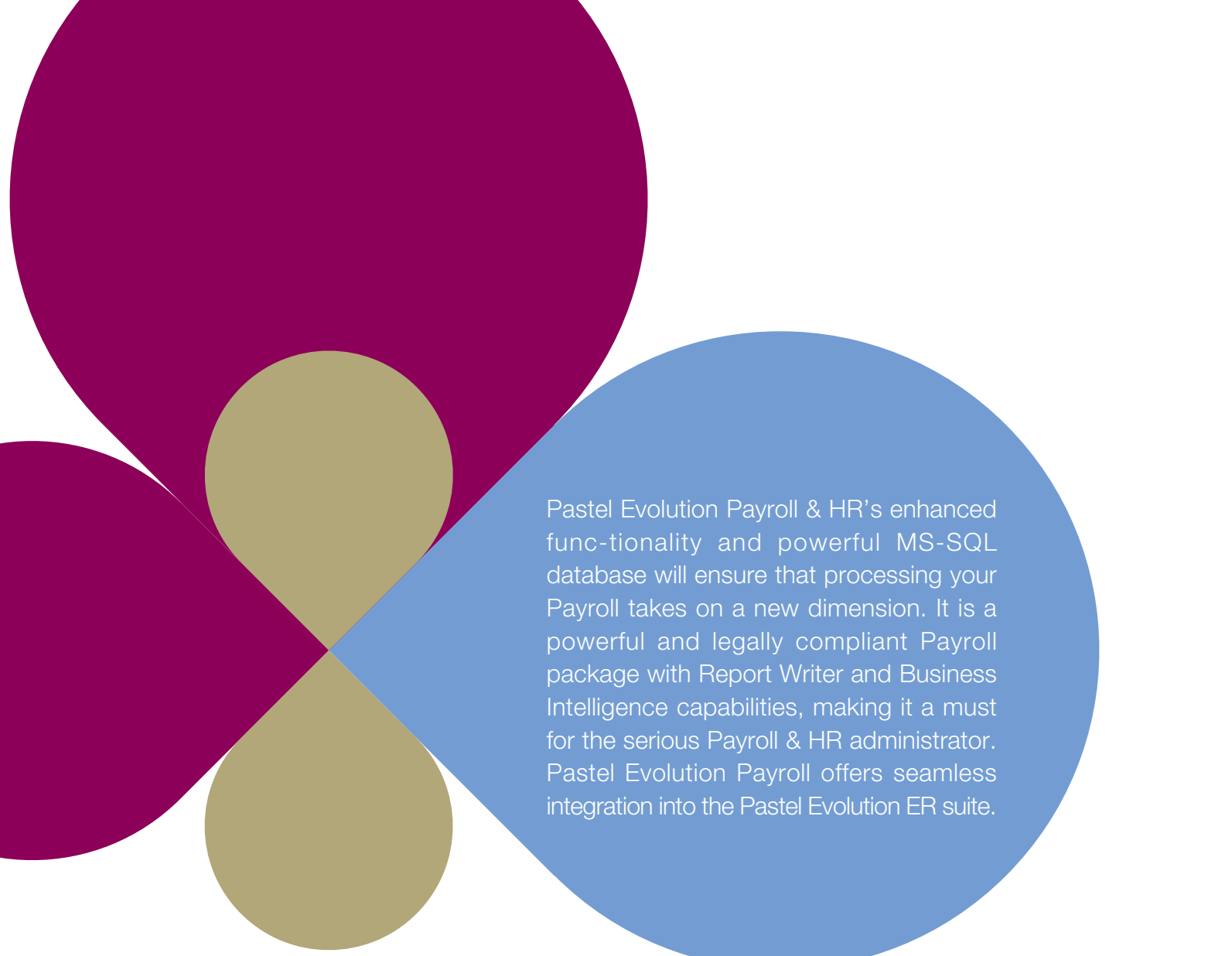


PASTEL | EVOLUTION

HR & PAYROLL

The customisable Payroll & HR solution





Pastel Evolution Payroll & HR's enhanced functionality and powerful MS-SQL database will ensure that processing your Payroll takes on a new dimension. It is a powerful and legally compliant Payroll package with Report Writer and Business Intelligence capabilities, making it a must for the serious Payroll & HR administrator. Pastel Evolution Payroll offers seamless integration into the Pastel Evolution ER suite.

Pastel Evolution Payroll & HR is available as a single-user product for the smaller company, or is scalable up to 250+ simultaneous users for the larger company.

With its comprehensive, pre-defined sets of transactions, you are guaranteed that your transaction setup is correct first time around, allowing you to start processing straight away.

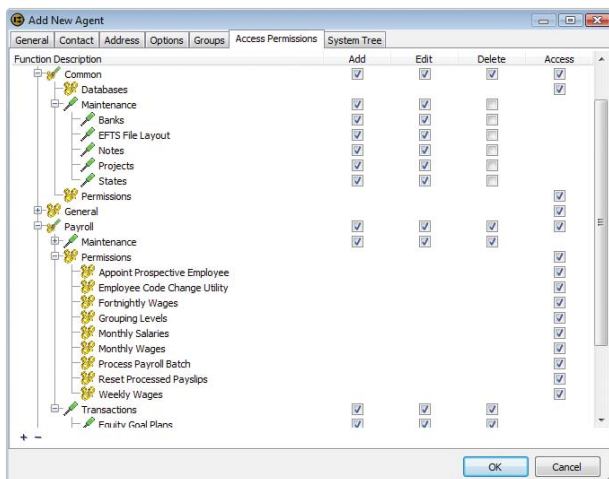
With our comprehensive help facility, support is only a mouse click away, and if that is not enough, Pastel Evolution Payroll & HR is supported by our highly trained Tax and Payroll specialists.

At Pastel Evolution Payroll & HR we believe in working smarter, not harder. Meeting your South African Revenue Services obligations every month takes considerable time and know-how. So you'll appreciate Pastel Evolution Payroll & HR's easy, efficient and flexible processing ability. At the touch of a button, you'll comply with even the most complex of legislation.

Our dedicated focus and specialised expertise is why more business select us as their preferred Tax, Payroll and HR partner.

[Access Control]

- Agents have their own unique access rights, which are fully password controlled.
- You can set up groups for various types of agents.
- Agents can be set up to only have access to specific pay frequencies, i.e. Weekly Wages but not Monthly Salaries.
- Improved security features include forcing your users to change their password periodically, i.e. once a month.



[EFTS Bank Transfer Functionality]

Pastel Evolution Payroll & HR has built in Electronic Fund Transfer functionality, allowing you to create export files to integrate to all major banking software applications, which means no more waiting in lines or manual internet banking payments.

[Clock Card Import Functionality]

Pastel Evolution Payroll & HR allows you to easily import clock card export files, thus automating the processing of payslips by updating pay information such as the normal or overtime hours worked in a specific period.

[Prospective Employees]

The details of 'dummy' employees can be captured in order to plan a salary structure before appointing an employee. Should the employee be successful, you have the option of appointing the employee at the click of a button, without having to recapture all the information.

[User-defined Fields]

Pastel Evolution Payroll & HR supports the creation of your own user-defined fields on the Employee Maintenance screen, thus providing you with a platform to customise the system to your specific needs. These fields can easily be added to reports with our Report Writing facility.

[Industrial Council Compliance]

Pastel Evolution Payroll & HR caters for the Metal Industry Benefit Fund Administrators (MIBFA). You have the ability to generate and e-mail the electronic submission file directly to MIBFA.

Rest assured that all your calculations are correct the first time around, eliminating the possibility of data-capture errors.

[E-mailing of Payslips]

In addition to printing of payslips, you can e-mail password-protected payslips to your employees individually, ensuring increased security.

Pastel Evolution Payroll & HR allows you to enter and display payslip messages, such as 'May you and your family have a prosperous 2009' or 'Happy Birthday'. You have the option of entering either a global payslip message that will display on all payslips or you can enter personal messages on individual payslips.

[Additional Payslips]

Should you require more than one payslip per pay period, as in some cases with commission or annual bonus payouts, Pastel Evolution Payroll & HR accommodates for these requirements. You can create an additional payslip for every day of the year.

[General Ledger Integration]

- You can seamlessly integrate your Payroll Journal or Cashbook Batches to your Pastel Evolution Accounting database.
- Pastel Evolution Payroll & HR can automatically update your GL accounts with transactions values such as Salaries, Loans, Company Contributions, etc. You are able to integrate to different General Ledger accounts based on different Cost Centres.
- General Ledger exports can be done to external Pastel Partner databases as well as be exported into an ASCII format, allowing you to manipulate the file, giving you the flexibility to import the General Ledger information into other Accounting systems.

[Reports]

The advanced reporting functionality allows you to export reports in various formats, i.e. pdf, html, jpg, txt, etc. Some of these reports can then be further edited by using third party software such as Microsoft® Word and Excel, etc. Pastel Evolution Payroll & HR's report writing facility allows you to easily customise reports and payslips as well as attach images to these documents like adding your company logo to your payslips. You can even create a new report from scratch by using any of the information available in your company database.

[Grouping Levels]

The Grouping Levels tool ensures quick and easy filtering for reporting purposes. This tool allows you to filter per employee, branch, department or any other level or group required for your specific company setup.

[Skills Development Record Keeping]

This feature allows you to keep record of all Skills Development Training completed by employees. This will assist you when claiming the Skills Development Levy grants in terms of the Skills Development Act.

You can also keep record of Employment Equity Training and Educational Qualifications. In addition, you can keep record of increases, performance appraisals, disciplinary hearings, warnings and any other relevant documentation per employee.

[Help Facility]

Pastel Evolution Payroll & HR boasts a comprehensive Help Facility. You can use the 'F1' button on any screen in the system to access the context sensitive help relevant to the functions on that particular screen will be displayed.

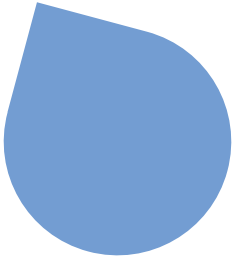
[Leave Processing]

Pastel Evolution Payroll & HR keeps accurate leave records/history for all your employees and leave types. You can process all leave types and can be assured that your employees receive leave pay that is calculated in accordance to the law.

The screenshot shows the 'Edit Employee' window for Talitha Bloom - Active. The window is divided into several sections:

- Employee Details:** Personal Details, Contact Details, Pay Details, Service Details, Transactions, Working Details, Leave Details (selected), Retirement Annuity, Banking Details, Loans and Savings, Medical Aid Dependents, Performance Management, Integration, Equity Details.
- Calculated Hourly Leave Rates:** Annual Leave, Fluctuating Leave Rate, Termination Leave, Custom Hourly Leave Rates.
- Leave Transactions:** A table showing leave transactions for Talitha Bloom.

Transaction	Cycle Start Date	Entitlement	Accrual	Taken	Due	% Rate
Leave Taken	2007/03/02	15.00	0.50	0.50		0.00
Sick Leave	2007/03/02	30.00				0.00
Family Responsibility	2009/02/11	3.00				0.00
Maternity Leave	2009/02/11	120.00				0.00



You can create and administer additional leave types such as Family Responsibility or Maternity leave. Various Leave Reports are available to effectively assist you in tracking leave, giving you more time to focus on the core aspects of your business!

[Batch Processing]

Batch Processing enables you to speed up Payroll data capturing by entering standard data into a batch-mode format. It allows you to enter figures, for example, commissions or bonuses, for multiple employees on multiple transactions on a single screen. You can also process individual leave dates in batches making shutdown periods a breeze! In addition, our recurring batch functionality ensures faster processing on a month-to-month or week-to-week basis.

[Employee Profiles]

The employee profile function allows you to create standard settings that would apply to a group of employees. When you add a new employee, you can simply select the profile and all the settings, such as pay frequency, will be set up automatically.

[Report Job Manager]

You can now schedule your reports to print 'on the fly', whether it is once-off, daily, weekly or monthly and have them e-mailed directly to you.

[Global Updates]

The global updates feature allows you to change a single transaction for all employees, or change and even add or subtract to transaction values. Whether it is an amount or

percentage based transaction, you can now easily update values in bulk.

[Cost Centres]

Pastel Evolution Payroll & HR allows you to create your own cost centres, according to departments, branches, pay points or any group required. Cost centre reports are vital to analyse data for managerial decisions, namely productivity and profitability levels.

[Job Costing Integration]

Pastel Evolution Payroll & HR integrates seamlessly with the Job Costing Module of Pastel Evolution Accounting. Transactions such as normal hours, overtime, commissions or even specified deductions can be allocated as a fixed value or as a percentage of the transaction total across different cost centres and jobs.

Need good reasons to choose Pastel Evolution Payroll? Here's a few

9 out of 10 Accountants recommend Pastel.

Pastel is a leading South African brand.

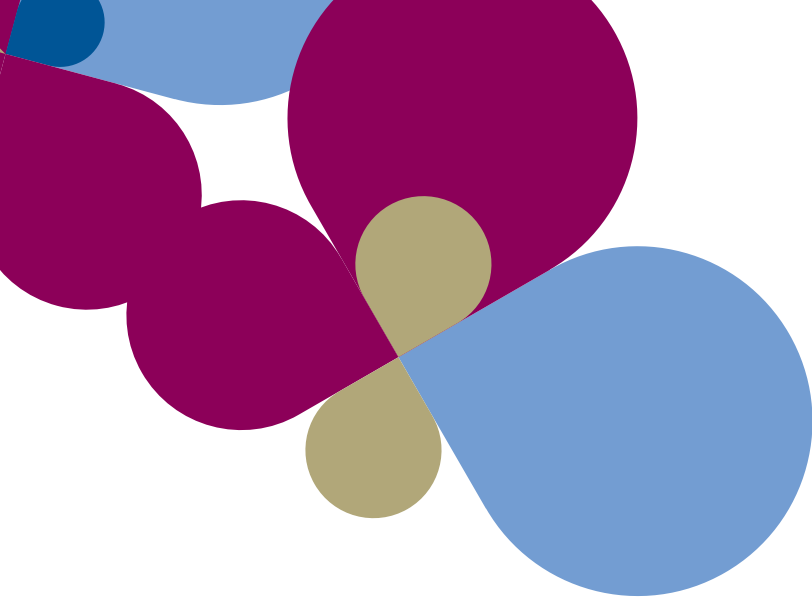
Backed by an extensive national service and support infrastructure.

Caters for the growth of your business - add as many employees as you need.

It's easy-to-use.

Ships with pre-defined sets of transactions to get you up and running in minutes.

Full integration with the Pastel Evolution Accounting system.



[ADD-ON MODULES]

These modules are sold individually and are subject to an annual licence fee, which covers all legislative and product upgrades, as well as telephonic and e-mail support.

[Employment Equity Reporting Capabilities]

Pastel Evolution Payroll & HR offers you a complete solution for Employment Equity Reporting as required by the Department of Labour. You are able to print the required standard reports (EEA1, EEA2 & EEA4) and send them to the Department of Labour.

The screenshot shows the 'Company Details' window with the 'Employment Equity' tab selected. It contains two main sections: 'Employment Equity Details' and 'CEO Equity Details'.

Employment Equity Details:

- Industry Sector: Educational Services
- SETA: Education, Training and Development Practices ...
- Organ of State: Voluntary Compliance
- Registration Number: 689421365432
- Registration Name: Cohen Waste Control
- Contact Person: John Brown
- Business Type: Private Sector
- EE Reference Number: 78123456789

CEO Equity Details:

- Name: John Brown
- Telephone: 011 304 4000
- Fax Number: 011 304 4001
- E-mail: john@abc.co.za

Equity Manager Details:

- Name: John Brown
- Telephone: 011 304 4000
- Fax Number: 011 304 4001
- E-mail: john@abc.co.za

This feature allows you to keep record of Employment Equity Training.

Numerical goal plans can be used as an effective management tool to plan your company's equity goals and to measure compliance with the Employment Equity Act.

[Industrial Council: MIBFA]

Pastel Evolution Payroll & HR caters for the Metal Industry Benefit Fund Administrators (MIBFA). You now have the

ability to generate and e-mail the electronic submission file directly to MIBFA. Now you no longer have to manually complete this Industrial Council report.

The screenshot shows the 'Edit Council "MIBFA"' window with the 'Transactions' tab selected. It contains a table of transactions and a dropdown menu for the period to calculate.

Transaction Type	Transaction	Mandatory
Bargaining Levy	Collective Bargaining Levy	<input checked="" type="checkbox"/>
Council Admin Levy	Council Admin Levy	<input checked="" type="checkbox"/>
Dispute Levy	Dispute Levy	<input checked="" type="checkbox"/>
Engineering Industries Pension Fund (EIPF)	Engineering Industries Pension Fund	<input type="checkbox"/>
Leave Enhancement (Bonus)	Leave Enhancement (Bonus)	<input type="checkbox"/>
Leave Pay	Leave Pay - MIBFA	<input checked="" type="checkbox"/>
Metal Industries Pension Fund (MIPF)	Metal Industries Provident Fund	<input type="checkbox"/>
Sick Pay	Sick Leave	<input type="checkbox"/>
Sick Pay Fund	Sick Pay Fund	<input type="checkbox"/>
Tech Fund Levy	Tech Fund Levy - SEIFSA	<input type="checkbox"/>
Voluntary Additional EIPF	Voluntary Additional EIPF Contributio	<input type="checkbox"/>
Voluntary Additional MIPF	Voluntary Additional MIPF Contributio	<input type="checkbox"/>
Voluntary Leave Enhancement	Voluntary Leave Enhancement	<input type="checkbox"/>

Period to calculate and post differences on minimum values:

Every Period

[BI Payroll (Excel Reporting)]

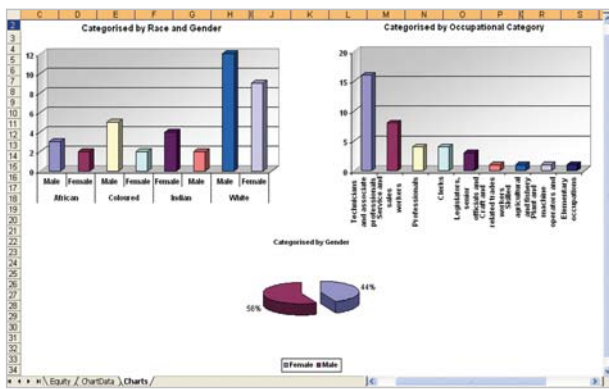
What do you get when you combine South Africa's leading Payroll software with Microsoft® Excel? A reporting tool that allows you to manipulate reports in order to make improved business decisions.

If you entrust Microsoft® Excel to share, present and analyse information, then this module is for you. BI Payroll is an optional module that dynamically links to your payroll data, taking your business way beyond traditional reporting functionality, using the power of Microsoft® Excel.

- **Our Standard, 'Pre-set' Reports Save You Time**

This module also ships with 18 standard report formats such as a birthday listing; contact details listing; annual leave provision report; rate report; years of service listing; to name a few.

The module also retains amended spread-sheet layouts and makes them available for future use. These reports can be 'sliced and diced' according to your own unique requirements, with comprehensive graphical illustrations for easy analysis and reporting purposes.



- **End-user Empowerment**

Once you save the design of your spreadsheet, you will never have to re-format it again. Every time the report is run your custom format will be displayed.

- **Additional Reports**

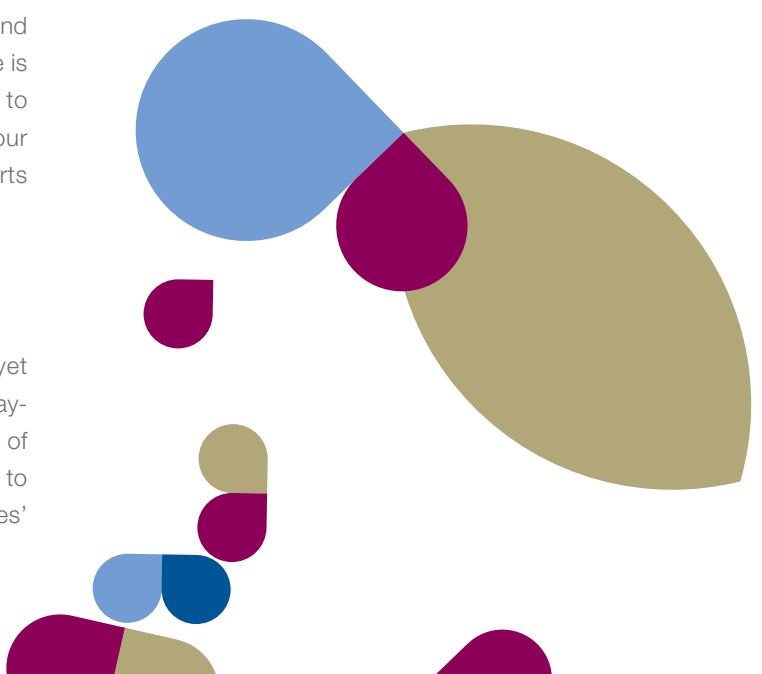
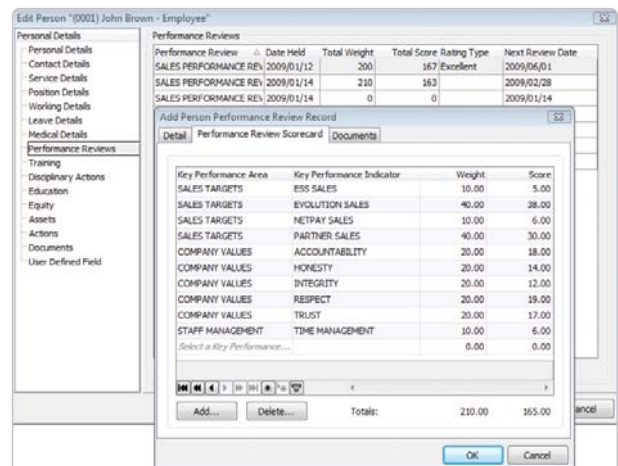
In addition to customising the standard set of reports and templates, you can even create new ones. This module is flexible in the combination of payroll data you choose to report on and you can customise it according to your company requirements, using fields from other reports or tables.

[Human Resources]

Our Pastel Evolution HR Module offers powerful, yet uncomplicated features to assist with your company's day-to-day HR requirements suitable for any size and type of business. This Module enables your management team to easily track company assets that are in your employees'

possession, keep track of your employees' training requirements and statuses for SDL claiming purposes (training completed and/or still required), record any disciplinary actions taken against employees and even perform regular performance reviews without leaving unwanted paper trails behind.

In addition, you are able to link any document (audio, video, photo, etc) to the applicable employee's disciplinary record to keep as evidence as advised by the Labour Relations Act and CCMA.



[Pastel Evolution Payroll & HR Range]

Pastel Evolution Payroll & HR caters for companies with:

Up to 30 employees	Up to 750 employees
Up to 50 employees	Up to 1000 employees
Up to 100 employees	Up to 1500 employees
Up to 150 employees	Up to 2500 employees
Up to 200 employees	Up to 5000 employees
Up to 300 employees	Up to 7500 employees
Up to 500 employees	Up to 10000 employees
unlimited employees	

[Compliance with South African legislation:]

- Employment Equity Act
- Unemployment Insurance Fund Act
- Income Tax Act
- Basic Conditions of Employment Act
- Skills Development Act
- Occupational Injuries and Diseases Act

This software is sold subject to an annual licence fee which covers all legislative upgrades as well as telephonic and e-mail support.

[Pastel Product Range Family Tree]

Product	Business Environment	Parameters
MicrOpay	Start-up businesses Uncomplicated Payroll environment	Up to 5 employees Single user Single company
Partner Payroll & HR	Small, medium and large businesses	From 10 up to unlimited employees Single user (upgradeable) Multi company
Evolution Payroll & HR	Medium to larger businesses	Up to unlimited employees Single user (upgradeable); Multi company From 30 up to unlimited employees
Evolution Accounting	Medium to larger businesses	From 1 to 250+ users (pre-defined user-breaks) Extensive business specific range of integrated add-on modules

SYSTEM REQUIREMENTS:

Workstations or Stand-alone machines:		Server machines (for network environments and multi-user systems)	
Hardware	Minimum: Pentium IV Recommended: Intel Core 2 Duo or equivalent	Hardware	Minimum: Intel Core 2 Duo or equivalent Recommended: Xeon Dual/Quad Core
Operating System	Microsoft® Windows 2000 Pro, Windows XP Pro, Windows Vista ¹ , Server 2000, Server 2003, Server 2008	Operating System	Microsoft® Windows 2000 Pro, Windows XP Pro, Windows Vista ¹ , Server 2000, Server 2003, Server 2008
Screen Resolution	Minimum: 1024 x 768	Screen Resolution	Minimum: 1024 x 768
RAM	Minimum: 512MB / 1GB; Recommended: 1GB or higher	RAM	Minimum: 512MB / 1GB; Recommended: 1GB or higher
Database Server	Microsoft® SQL Server 2000 & 2005	Database Server	Microsoft® SQL Server 2000 & 2005

REQUIREMENTS FOR ALL USERS: CD-Rom • 256 Colour VGA or SVGA video

*Kindly note if you have 11 users or more we recommend you speak to your Pastel Evolution Payroll Business Partner or a Softline Pastel Payroll consultant on what system requirements are recommended.