



UBUNTU

RESOURCE MANAGEMENT

IS YOUR PAYROLL LEGALLY COMPLIANT?

It is difficult enough to keep your business running smoothly and growing effectively in today's unstable economy without having to worry whether your payroll is legally compliant!

We at Ubuntu Resource Management have put together a check list to help verify if your payroll is Legally compliant.



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Legally Compliant Check List



Registration with SARS for PAYE if company employs 1 or more staff members whom earn more than R40k per annum



Registration with SARS for SDL if the company's total salary cost is expected to be more than R500k per annum over a 12 month period - Company Contribution 1% of total salaries.

The jurisdiction of the SETA within which company must be classified will need to be shown



Registration with SARS for UIF if the company is registered for PAYE and SDL, is required



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Legally Compliant Check List



Registration as Employer with the Department of Labour i.r.o UIF - a separate registration number for Department of Labour and UIF declarations are utilized



Registration of Employees with the Department of Labour i.r.o UIF by Employer



Registration with the Worksmans Compensation Fund if company employs 1 or more worker, a separate registration is required for each separate branch unless an arrangement is made for combined registration



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Registration with a Bargaining Council if registered in a specific industry within the jurisdiction of the council and compliance with their Collective Agreement



Skills Reports are to be submitted once a year by the end of April, for the period April to March for the preceding year.



Equity Reports are to be submitted by the employer once a year by the end of October, for the period September to October for the preceding year



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Return of Earnings in respect of COIDA has to be submitted once a year as at the end of March

We are your ultimate pay-master partner. Our team of payroll managers can take care of all of your company's arduous tasks enabling your team to focus on what's important, growing your company. We offer a cost effective and expert solution to all of your payroll needs.

- Monthly/Weekly payroll
- Process and issue Pay slips (individualized)
- IRP 5 Returns
- EMP 201/501 Recons and Submissions



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- All 3rd Party Payments (Loans, Garnishee, Med Aid)
- Admin Reports (Leave / Loans Etc.)
- Wages/Salary Payments via EFT
- PAYE, UIF, WCA and Bargaining Council Returns

**IS YOUR PAYROLL
LEGALLY COMPLIANT?**

Book a **FREE consultation**
with us today!