



# ZENITH

**Labour Law & Personnel Solutions**

## Administration Department

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## SERVICES



### HUMAN RESOURCE FUNCTIONS

#### 1. **Audit on Human Resources:**

Complete internal Audit to assess the gaps in your business concerning the knowledge and understanding of HR issues. This Audit will be done at your business premises.

#### 2. **Employee Record System:**

- Assistance in implementing a record/filing system for all employees.
- Assistance in bringing all the personnel data up to date.
- Included in the filing system is 1 original copy of all personnel forms (e.g. leave forms) to make copies from, if and when required.

#### 3. **Employment Contracts:**

- Preparation of service contracts and letters of employment (*extra charge for appointment letters*).
- Explaining the contract to the employees should it be required by the employer.
- We also draft contracts for domestic workers and gardeners.

#### 4. **Legislative requirements** - Compulsory registration for Employer & Employees:

##### 4.1. **UIF** (unemployment insurance) -

The Unemployment Insurance Act provides protection to workers who become unemployed. It prescribes claiming unemployment benefits for unemployment, maternity benefits, illness benefits, adoption benefits and dependant benefits.

##### 4.2. **Compensation for Occupational Injuries and Diseases** -

To provide for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases; and to provide for matters connected therewith.

##### 4.3. **PAYE** income tax deductible from basic salary if salary is more than R 57'000.00 per annum

#### 5. **Personnel Administration:**

- Formatting, print out and supplying of all documentation / forms and correspondence as required for if and when during the course of a month.
- Appointment documentation (application form, appointment letter).
- Personnel forms (e.g. leave application, debt/loan, family particulars, and personal particulars)
- Termination documentation (e.g. service certificate, UIF documents).

#### 6. **Legislation Posters:**

- Compulsory summarized acts, to be on display as required by Department of Labour.
- Health and Safety
- Employment Equity
- Basic Conditions of Employment
- A1 Size and laminated

#### 7. **Policies & Procedures Implementation & Software (DVD) provided:**

- An audit of client's personal practice and compliance with Labour Legislation.
- Preparing of Conditions of employment.
- Preparing of Disciplinary Procedure and Code.
- Preparing of Rules and Regulations.
- Preparing of Grievance Procedure.
- Policies: i.e. smoking policy, aids, etc
- Insuring compliance with Bargaining Council, UIF, SDL, Compensation for Occupational Injuries and Diseases, etc.



## INDUSTRIAL RELATIONS

### **Industrial Relations:**

- Ensuring legal compliance to all the requirements of the *Labour Relations Act 66 of 1995* as amended (*LRA*), as well as the *Basic Conditions of Employment Act 75 of 1997* as amended i.e. Contracts of employment.
- Ensuring compliance and advising on all matters pertaining to the various aspects of the South African labour legislation.
- Ensuring dispute resolution processes are effectively dealt with, including matters referred to the CCMA or the applicable bargaining councils.
- Andrew Martin is entitled to represent its members at the abovementioned forums during conciliation, mediation, and arbitration procedures due to his registration with the employer's organisation SAUEO **(SA) United Employers Organisation**, this affiliation enables Andrew to assist clients at the CCMA. Without this application the client cannot be represented at the CCMA. This is due to new legislation released from the CCMA.
- Conducting negotiations on behalf of the organisation.
- Conducting of disciplinary hearings.
- Dealing with *protected* as well as *unprotected* strikes in terms of the LRA.
- Zenith Labour Law & Personnel Solutions furthermore provides training of staff in various aspects of Labour Law Relations and thus creating internal capacity for managers to confidently take corrective action if the need arises.



### **Payroll Administration:**

- Can be administered monthly/weekly/fortnightly
- We utilize **Pastel Payroll** software. This payroll solution caters for the full spectrum of requirements - from pre-defined, standard sets of transactions for less complicated payrolls, to more powerful and customisable features and functions for payrolls with more sophisticated requirements. With regular software updates, we ensure to always comply with the latest payroll and SARS legislation.
- Payslip layout as approved by Department of Labour (please refer to page 5).
- Supplying a variety of Reports (20 standard reports available to choose from according to your requirements supplied according to the pastel/excel format (most commonly requested):
  - ✓ Pay reconciliation report.
  - ✓ Transaction listings report.
  - ✓ Monthly analysis report
  - ✓ Tax submission - Emp201 report (PAYE, Skills & UIF due to SARS).
  - ✓ Capturing of employee bank details allows supply of payment method via cash / eft reports.
- Salary transfer sheet on Excel (summary of net pays due).
  - ✓ Payment method report which indicated Nett Pays only.
- Monthly payroll system-back-up.
- Monthly calculation / capturing of the following:
  - ✓ Annual/Sick leave
  - ✓ Overtime
  - ✓ UIF
  - ✓ Tax Deductions
  - ✓ Pension/Provident Fund
  - ✓ Medical aid
- Delivery of reports & payslips via e-mail (in secure pdf format).
- SARS / UIF / Workmen's Compensation. Zenith only provides the information (amounts payable), assists with calculations and registrations if need be. Unfortunately the client is liable for payments and contributions due

### **Additional Payroll services offered:**

- PAYE year end & biannual reports (EMP501, IRP5 / IT3) + SARS submission.
- EMP201 (PAYE & UIF) monthly declaration to SARS and payment request generate.
- COID (injury on duty) - annual online submission at year end.
- UIF - monthly electronic declaration - avoid the need to capture employee information on Ufiling or sending UI19's with changes.
- EFT Bank transfer file - monthly import of a batch file (Excel csv format) into company bank account with all employees (with bank accounts), Nett pays as one payment, avoids need to make payments per employee!

**PAYSLIP LAYOUT**

COMPANY NAME		PERIOD	DATE
Zenith Labour Law & Personnel Solutions		12	28/02/2014
EMPLOYEE CODE	EMPLOYEE NAME		COST CENTRE
0010	Mrs. L Ntema		

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Zenith Labour Law & Personnel Solutions		12	28/02/2014
EMPLOYEE CODE	EMPLOYEE NAME		COST CENTRE
0010	Mrs. L Ntema		
EMPLOYEE RATE	DEPENDANTS	DESIGNATION	GENDER
40.40	3	Personal Assistant	Female
<b>INCOME</b>			
DESCRIPTION	QUANTITY	RATE	AMOUNT
Transport			500.00
Basic Salary			8,000.00
Commission			1,000.00
<b>GROSS EARNINGS</b>			<b>9,500.00</b>
<b>BENEFITS</b>		<b>COMPANY CONTRIBUTIONS</b>	
<b>DEDUCTIONS</b>			
DESCRIPTION	BALANCE	AMOUNT	
Pension	0.00	600.00	
PAYE Tax	0.00	617.00	
UIF Contribution	0.00	85.00	
Cash Advance	0.00	350.00	
<b>TOTAL DEDUCTIONS</b>			<b>1,652.00</b>
<b>LEAVE DAYS DUE</b>	<b>10.50</b>	<b>NET PAY</b>	<b>7,848.00</b>
3699 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current
24,712.00	617.00	0.00	600.00



## BIOMETRIC CLOCKING SYSTEM

## SECURITY CAMERA INSTALLATION

### 1. Biometric Clocking System:

- Electronic clock-in system.
- Attendance checking by finger print identification.
- Software support management of attendance.
- Attendance calculation & reports (e.g. who is on leave).
- Includes software and training
- 12 month guarantee on reader.



### 2. Security Cameras:

- Supply & Installation of very affordable units

