

## How does your Company score on this 12-point Payroll Health Check?

1	All my employees have employment contracts and increase letters on file which correspond with the payroll	Yes	No
2	All my employees have a copy of, and understand, their terms and conditions of employment and these correspond with what is being processed on the payroll	Yes	No
3	I pay the correct amounts of PAYE, SDL and UIF to SARS on a monthly basis	Yes	No
4	I submit annual and bi-annual returns to SARS	Yes	No
5	I submit an Annual Return of Earnings to the Compensation Commissioner and pay the correct levies to the Department of Labour	Yes	No
6	I submit a monthly UIF File to the Department of Labour	Yes	No
7	A administer employee leave accurately and therefore restrict any financial loss when employees resign	Yes	No
8	I am aware of and understand the requirements of the Baic Conditions of Employment Act and apply these in my Payroll Administration	Yes	No
9	I am aware of and fully understand the requirements of the Labour Relations Act and Income Tax Act with regard to the employment of various types of employees and apply this in my Payroll Administration	Yes	No
10	My monthly Payroll Administration is set up in such a way as not to be a staffing or administrative burden on my Company's management and profit centres.	Yes	No
11	My Payroll Data (all personal information of my employees) is safe and secure and protected against hackers and viruses	Yes	No
12	I am up to date with the latest legislation which affects Payroll Administration (BCEA, ITA, UIF etc.)	Yes	No

Unfortunately, there is no 50% pass mark on this test.

Companies that fail to score 100% every month find themselves in difficulties sooner or later with the regulatory authorities, shareholders and/or their staff.

Contact Hermina Patton at Specialised HR Services.