



How does your Company score on this 11-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 pay the correct annual COIDA levies to the Department of Labour	Yes	No
5	I ensure that the electronic UIF file is sent to the Department of Labour on a monthly basis	Yes	No
6	I administer employee leave accurately on a monthly basis, therefore restricting any financial loss when employees resign	Yes	No
7	I am aware of and understand the requirements of the Basic Conditions of Employment Act and apply these in my Payroll Administration	Yes	No
8	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
9	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
10	My Payroll data is secure (i.e. I do regular backups and it is safe from hackers and viruses)	Yes	No
11	I am up to date with the latest legislation which affects my Payroll Administration (i.e. Basic Conditions of Employment Act, Income Tax Act, Unemployment Insurance Funds Act etc...)	Yes	No

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

Companies that fail to score 11/11 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.