

Payroll Outsourcing Service

Written by BlueApplePartner Payroll

Thursday, 11 February 2010 08:39 - Last Updated Friday, 11 January 2013 15:38



Blue

Apple

Payroll

Bureau

beco

Blue Apple Payroll is sub-registered with required statutory bodies and uses modern and proven methodologies and tools to provide you with **peace of mind services** so that you can focus on meeting your strategic business needs.

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Less personnel on your Payroll

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Less bonuses to Pay

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Less salaries to Pay

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Save on Annual Leave

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Save on Sick Leave

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Outsourcing is highly Cost Effective, - Save Money

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No Payroll department means more time spent on core business issues - Save Time

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Continuous training of personnel in the payroll department to meet statutory requirements is no longer y

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Tax related payment issues is outsourced that is IRP5 and other services to SARS

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Allows your Company to focus on key objectives

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Prevents internal fraud

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Confidentiality of all information

Blue Apple Payroll offers you **world class technology** assisting you with your Payroll Administration needs. Our Payroll Bureau Service fees are negotiable whereby we will structure your business payroll needs for the following:

Blue Apple Payroll Management & HR Solution with 20 build in Module Service Agreement:

- 1] Employee Self Service Module [ESS]
- 2] Manager Self Service Module [MSS]
- 3] Time & Attendance Module*
- 4] Position Management Module
- 5] Leave Management Module
- 6] Training, Skills & Qualification Management Module
- 7] Disciplinary Management Module
- 8] Costing Manager Module
- 9] General Ledger Module
- 10] Organisation Hierarchy Management Module
- 11] Reporting Manager Module
- 12] EFT Payment Manager Module
- 13] Employee Asset Manager Module
- 14] Employment Equity Management Module
- 15] Performance Management Module*
- 16] Mobile Payslip Module

- 17] Recruitment Management Module

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18] Statutory Management Module [SARS]

19] Job Costing Manager Module*

20] Permissions Manager Module and

*GPRS or Wi-Fi Biometric Clock In & Out include Access Control Systems * (*T&C Apply*)*

Considerations When You Outsource Your Companies Payroll Administration

The following considerations apply when selecting a company if you outsource the payroll function:

A. Payroll Management must be the Company's main concern and not a mere by-product

B. If you outsource the payroll function you want the assurance that the company have guarantees that if there is a mistake or mishandling of funds, you would want reimbursement

C. The company must have a qualified, well trained and experienced team in all aspects of Payroll & HR Management

D. The company must also offer additional services such as consultation, online payroll function capability and where applicable training.

Prevent Time Leakage Through Payroll Outsourcing

A business where there is a 50% split between labour and costs can add between 2.9 and 5.85% to their annual nett profit when they go the **Payroll Outsourcing** route. **Time Leakage** that occurs as the result of administration can thus a company income and as such payroll outsourcing should be considered. Time leakage can occur as the result of:

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- manual input of Employee information into timesheets which then have to be transferred to the payroll system
- updating of the payroll system
- handling leave administration
- filing tax returns
- generating payslips
- reconciliation of taxes
- training
- running month end reports and doing backups.

All of the above contributes to **Time Leakage** and thus **profit loss**. When considering the business function in a competitive environment it makes sense to prevent time loss through

P **ayroll Outsourcing**

When To Outsource Payroll Administration...

Research results indicate that small & medium businesses invest as much as 40% of their resources in **Payroll and HR Administration**. When a small to medium business calculates its expenditures taken up, and it comes to more than 30% of the *resources or budget*

, it is time to

O **utsource Payroll Administration**

. Areas where the business will save include, but are not limited to:

! Manpower

! Skills used which can be used towards profit making

! Office space

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! Training

! Yearly upfront license fees for the payroll software

! Computer and Server costs

! IT support

! Time

! Electricity

! Paper and other stationary

Apart from the above businesses can focus on core business when they **Outsource Payroll Administration** and ensure that their payroll is complaint with the latest TAX regulations.

When To Outsource Payroll Functions

Companies that experience increases in payroll management costs associated with the number of people having to work in the payroll division, paper and filing costs, space rental expenses, equipment maintenance and training should outsource payroll functions. In the same breath businesses that simply cannot or do not want to hire more employees to handle payroll functions should also outsource payroll functions to an expert Payroll & HR Administration Company, also offered by Blue Apple Payroll. The cost saving, stress relieve and improvement in accuracy will be worth your while. You will benefit from not having to deal with monthly salary payments, slips, submissions of taxes etc and third party payments.

Payroll Outsourcing | Bureau Service Summary

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Blue Apple Payroll in four easy steps:

Step 1: We will analyse with you your business payroll needs

Step 2: We will propose a free written proposal within the set time

Step 3: We will implementing your payroll administration and

Step 4: Start with your Payroll & HR Outsourcing as agreed.



**ve options to choose from...
are you payroll fit?**