



A service to many leads to greatness



PAYROLL OUTSOURCE MANAGEMENT



One Solution. Flexible Options. Specialist Expertise.

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THE EVOLUTION OF PAYROLL MANAGEMENT

Every employer shares the same objective: to build a productive workforce, reward employees accurately and on time, remain compliant with legislative requirements, and create the capacity to focus on growing the business.

Achieving these objectives has become increasingly challenging. South African organisations operate in an environment shaped by evolving labour legislation, changing tax requirements, advancing technology and increasing regulatory obligations.

At the same time, businesses are expected to improve operational efficiency, control costs, protect sensitive employee information, and make informed workforce decisions.

As a result, payroll has evolved from a purely administrative function into a strategic business process that supports financial accuracy, legislative compliance, operational efficiency and employee confidence.

Effective payroll management now requires specialist expertise, reliable technology and robust governance to ensure accuracy, minimise risk, support informed decision-making and enable sustainable business growth.





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MANAGING PAYROLL IN TODAY'S BUSINESS ENVIRONMENT

Many organisations continue to manage their payroll function internally and, for some, this remains the most appropriate approach. However, as organisations expand, payroll management becomes increasingly complex, placing greater demands on people, systems and internal resources.

Managing the payroll function presents a number of challenges, including:

- Managing multiple payroll cycles and diverse employee groups.
- Keeping pace with changing payroll legislation, tax requirements and statutory reporting.

- Administering complex remuneration structures, including overtime, allowances, commissions, deductions and employee benefits.
- Maintaining accurate payroll records while safeguarding confidential employee information.
- Keeping payroll systems current, implementing legislative updates, and managing year-end obligations, including EMP501 and IRP5 reconciliation.

As payroll responsibilities continue to grow, many employers are asking an important question: ***Is maintaining the necessary payroll expertise, technology and internal resources still the most effective way to support a compliant, efficient and growing organisation?***





WHY ORGANISATIONS ARE CHOOSING PAYROLL OUTSOURCING

For many organisations, outsourcing payroll has become a practical business decision.

Rather than maintaining an internal payroll function, employers gain access to experienced payroll

specialists, proven processes and advanced payroll technology while reducing administration, strengthening legislative compliance and improving business continuity.

This allows management to focus on core business priorities with the confidence that payroll is administered accurately, securely and professionally.



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THE SERR SYNERGY PAYROLL OUTSOURCING MANAGEMENT SOLUTION

Professional payroll administration is only one component of effective workforce management. Throughout the employment lifecycle, payroll intersects with Labour Relations, Employment Equity, Skills Development and broader business legal compliance responsibilities. As organisations grow, managing these functions through multiple

service providers can increase administration, duplicate effort and reduce accountability.

Since 2014, SERR Synergy has helped organisations across South Africa navigate an increasingly complex business and legislative environment through business advisory, legal compliance and workforce consulting services. Drawing on this experience, we developed our ***Payroll Outsourcing Management*** offering.

It combines professional payroll administration with advanced payroll and people management technology, while providing access to LabourPro and Employment Equity & Skills Development consulting services whenever your organisation requires additional specialist support.

Available in three scalable service levels—***Standard, Intermediate and Advanced***—it enables you to select the level of support best suited to your organisation today, with the flexibility to expand as your business grows.



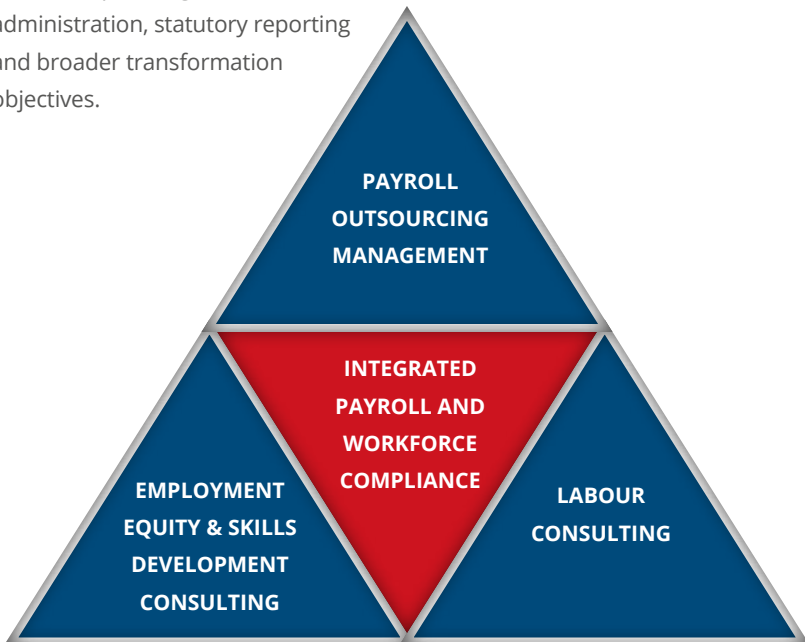


You can further enhance your payroll management capability by adding one or both of our specialist consulting services:

- **Employment Equity & Skills**

Development: Supporting Employment Equity compliance, Skills Development planning, workforce planning, SETA administration, statutory reporting and broader transformation objectives.

- **LabourPro:** Labour & Employment Law – Providing labour law advice, compliant employment documentation, workplace policies, disciplinary and incapacity support, dispute prevention, and practical labour relations guidance.



Payroll is the foundation. Integrated workforce compliance is the added benefit.

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PAYROLL OUTSOURCING MANAGEMENT SOLUTION

Choose the **Payroll Outsourcing Management Solution** that best suits your organisation, then tailor it with specialist **Employment Equity, Skills Development and Labour Consulting services** to meet your evolving business and compliance requirements.



PAYROLL MANAGEMENT SERVICES

OPTION 1:

STANDARD PAYROLL SERVICE

Designed for smaller businesses, this solution provides accurate, reliable and legislatively compliant payroll administration through a dedicated Payroll Account Manager, reducing your administrative burden, minimising compliance risk and allowing you to focus on growing your business.

Key services included:

- ✓ Dedicated Payroll Account Manager
- ✓ Monthly payroll processing
- ✓ PAYE, UIF and SDL calculations
- ✓ EMP201 report generation
- ✓ Payroll processing for employee appointments and terminations
- ✓ EMP501 and IRP5 reconciliation
- ✓ BCEA leave processing and calculations
- ✓ Employee Self-Service (ESS) via desktop and laptop
- ✓ Digital payslip generation
- ✓ Year-to-date payroll migration.

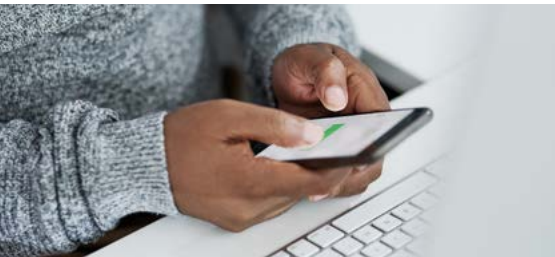
OPTION 2:

INTERMEDIATE PAYROLL SERVICE

Designed for growing small to medium-sized businesses, this solution builds on the Standard Payroll Service by providing greater payroll flexibility, enhanced workforce administration and integrated HR functionality.

Includes all key services in the Standard Payroll Service, PLUS:

- ✓ WhatsApp access to employee payslips
- ✓ WhatsApp leave management
- ✓ Weekly and fortnightly payroll processing
- ✓ Overtime, allowances and commission processing
- ✓ Integrated HR software functionality.



OPTION 3:

ADVANCED PAYROLL SERVICE

Designed for larger or more complex organisations, this solution delivers a fully integrated payroll management experience through enhanced automation, business system integration and customised reporting, improving operational efficiency, strengthening governance and providing greater visibility into your workforce.

Includes all key services in the Standard and Intermediate Payroll Services, PLUS:

- ✓ Time and attendance integration
- ✓ Employee benefits administration (e.g. pension funds and medical aid schemes)
- ✓ General ledger integration with accounting systems
- ✓ Customised payroll reporting
- ✓ Multi-tier leave and claim approvals.



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ADDITIONAL CONSULTING SERVICES

Enhance your selected Payroll Service with one or both of the following Specialist Consulting services:

OPTION 4:

EMPLOYMENT EQUITY & SKILLS DEVELOPMENT CONSULTING

Skills Development and Employment Equity are no longer annual compliance exercises—they are ongoing business responsibilities requiring planning, implementation and continuous monitoring.

Add Employment Equity and Skills Development consulting to your selected Payroll Service and gain access to a registered Skills Development Facilitator and Employment Equity Specialist through one coordinated service.



Consulting services included:

- ✓ Skills Development Facilitation (SDF)
- ✓ SETA registration and administration
- ✓ Workplace Skills Plans (WSPs)
- ✓ Annual Training Reports (ATRs)
- ✓ Employment Equity Plans and Employment Equity Reports
- ✓ Employment Equity Committee support
- ✓ Employment Equity policies
- ✓ Annual statutory compliance reporting
- ✓ Ongoing legislative guidance.

OPTION 5:

LABOURPRO – LABOUR RELATIONS CONSULTING

Managing people has become increasingly complex as employment legislation continues to evolve. Employers require practical guidance to minimise risk, manage workplace matters confidently, and ensure that employment decisions remain legally compliant.



Integrate LabourPro with your selected Payroll Service to gain access to an experienced team of Labour Relations and Employment Law specialists.

Consulting services included:

- ✓ Labour legislation and workplace compliance
- ✓ Employment contracts
- ✓ HR policies and procedures
- ✓ Disciplinary and incapacity procedures
- ✓ Labour inspections
- ✓ CCMA matters
- ✓ Retrenchments and restructuring
- ✓ UIF and COIDA administration
- ✓ Letters of Good Standing
- ✓ Ongoing labour law advice.

** Please refer to the Payroll Outsourcing Management Quotation for detailed information on each solution.*

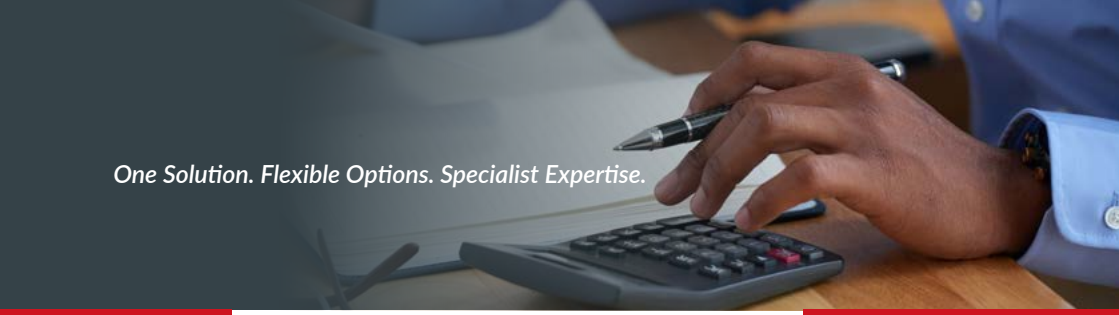


OUR UNIQUE GUARANTEE

"In the unlikely event of an award against an employer in matters relating to a dismissal of an employee(s) for procedural unfairness, SERR Synergy shall be responsible for such an award up to R150 000 per annum if SERR Synergy had conducted all the procedures leading up to the dismissal."

(ONLY APPLICABLE to Labour Pro service and if joining the Employer Organisation)





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THE SERR SYNERGY ADVANTAGE

For more than a decade, SERR Synergy has partnered with organisations across South Africa, delivering business advisory, legal compliance

and workforce consulting services. This multidisciplinary expertise enables us to provide an ***integrated Payroll Outsourcing Management*** offering that delivers measurable business benefits through one trusted provider.





STRENGTHEN LEGISLATIVE COMPLIANCE

Accurate payroll administration, statutory calculations, reporting and submissions, supported by experienced payroll professionals and current legislative expertise.



IMPROVE OPERATIONAL EFFICIENCY

Dedicated payroll specialists, advanced technology and structured processes that reduce administration and support business continuity.



REDUCE COSTS

Eliminate the cost of maintaining an internal payroll function while gaining specialist expertise through a predictable monthly investment.



LEVERAGE ADVANCED PAYROLL & PEOPLE MANAGEMENT TECHNOLOGY

Modern, integrated technology supporting payroll processing, employee self-service, leave management, workforce administration and reporting.



ACCESS SPECIALIST WORKFORCE EXPERTISE

Enhance your Payroll Service with Employment Equity & Skills Development and LabourPro consulting as your business and compliance requirements evolve.



STRENGTHEN GOVERNANCE & REDUCE RISK

Standardised processes, quality assurance and robust audit trails that improve payroll accuracy, reporting and internal controls.

One trusted provider. Smarter payroll management. Specialist expertise when you need it.



One Solution. Flexible Options. Specialist Expertise.

Discover how our **Payroll Outsourcing Management Solutions** can simplify payroll management, strengthen legislative compliance and support your organisation's long-term success.

Our specialists will assess your payroll and operational requirements and recommend the solution best suited to your organisation's needs.



CONTACT US

For more information on our range of business legal compliance services, please contact us.

■ PRETORIA

Alenti Office Park, Block E
457 Witherite Road
The Willows Ext 82, Pretoria

t +27 (0) 10 025 0682
f +27 (0) 86 502 7607
e marketingpta@serr.co.za

■ JOHANNESBURG

1st Floor, Precision House
Cnr New Road/6th Road
International Business Gateway, Midrand

t +27 (0) 10 025 0970
f +27 (0) 86 563 1474
e marketingjhb@serr.co.za

■ CAPE TOWN

78 On Edward
78 Edward Street
Bellville, Cape Town

t +27 (0) 21 020 1050
f +27 (0) 21 910 2117
e marketingcpt2@serr.co.za

■ SOMERSET WEST

Unit G-04
Triangle Point
13 Urtel Crescent
Somerset West

t +27 (0) 10 025 8131
e marketing-SW@serr.co.za

■ UPINGTON

First Floor
Blaauws Ecke Building
7 Schroder Street, Upington

t +27 (0) 54 010 1020
f +27 (0) 86 502 7607
e marketingupt@serr.co.za

■ DURBAN

166 Rodger Sishi Road
Westville
Durban

t +27 (0) 31 020 2100
f +27 (0) 86 461 4928
e marketingdbn@serr.co.za

■ BLOEMFONTEIN

Unit 1, 1st Floor Offices
10 Barnes Street
Arboretum, Bloemfontein

t +27 (0) 51 010 5030
f +27 (0) 86 502 7607
e marketingbfn2@serr.co.za

You can also find out more about our comprehensive range of product service solutions on our website www.serr.co.za



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