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Buildsmart HR Basic

Report Samples

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1. List of Reports Available in the Basic HR Module

Company & Audit Reports	<ul style="list-style-type: none"> Accidents Summary Audit Detail Audit Trail Bank Information Clothing Summary Company Details Company Funds and Deductions Details / Rules Company Insurances Company Organisation (Linked Employees) Company Organisation Summary Company Vehicles Contract Summary Disciplinary & Misconduct Summary Education Summary Equipment Summary Expiry Audit Summary Grievance Summary Labour Turnover Summary (new) Language Summary Licence Summary Mandatory Information Marital Status Summary Mass Capture Details – HR Info Medical Summary Passport Summary Project History Summary SMS Audit Shares Summary Visa Summary
Employee Reports	<ul style="list-style-type: none"> Accident Details Active Employee Information Anniversary List Birthday List Certificate of Service Clothing Details Contract Details Custom Report Dependant, Next of Kin & Emergency Contact Details Disciplinary Actions, Misconduct and Grievance Details Education Details Email Notification Employee Details Employee Due to Retire List Employee Engaged/Transferred In List Employee Head Count Totals Employee Head Count by Equity Employee Head Count by Employment Type Employee Language Details Employee Maintenance Details Summary Employee Maintenance Mandatory Details Exception Employee Mass Capture Leave Records Employee Personal Information Update Form Employee Service/Anniversary Summary Employee Terminated/Transferred Out List Employment Details Summary Employment Status by Interval Employment Status Summary

	<p>Engagement Checklist Equipment Details Exit Details Housing Details Insurance Details Job History Details Length of Service Licence Details Marital Details Medical Details Membership Details Monthly Package for the Year Offences Details Package/Rate of Pay Details Passport & Visa Details Previous Employment Details Project History Details Rate of Pay (Change) Rate of Pay (Current) Recruitment History Details Shares Details Staff Movement (inc. Headcount Details) Summary of Employee Cost Centre Splits Summary of Employee Details Summary of Employee Funds Summary of Employee Statistics Termination / Suspension / Transfer Details Vehicles and Licences Details</p>
<p>Employment Equity Reports</p>	<p>Annexure 1: Demographic Profile (EEA8) – Blank Annexure 2: Occupational Levels (EEA9) – Blank Annexure 3: Progress Reports (EEA10) – Blank Annexure 4: Application for Employment Equity Report (EEA11) – Blank Compliance Order (EEA6) – Blank Declaration by Employee (EEA1) – Blank Declaration by Employee (EEA1) – Employee Employee Active Payroll Details Employment Equity (EEA2) Employment Equity (EEA2) – Including Transferred Employment Equity (EEA2) – Smaller Employers Employment Equity (EEA2) – Smaller Employers Including Transferred Employment Equity Goals versus Actual (EEA2) Employment Equity Recon Employment Equity Recon (Incl. Transferred Out) Equity Profile Headcount Information (Payroll) Income Differential Statement (EEA4) Income Differential Statement (EEA4) (Incl. Transferred Out) Income Differential Statement (EEA4) First Page Notice of Objection (EEA7) – Blank Pre 2009 – Declaration by Employee (EEA1) – Blank Pre 2009 – Declaration by Employee (EEA1) – Employee Pre 2009 – Employment Equity (EEA2) Pre 2009 – Employment Equity (EEA2) – Including Transferred Pre 2009 – Employment Equity (EEA2) – Smaller Employers Pre 2009 – Employment Equity (EEA2) – Smaller Employers Including Transferred Pre 2009 – Employment Equity Recon Pre 2009 – Employment Equity Recon (Including Transferred Out) Pre 2009 – Income Differential Statement (EEA4) (Including Transferred Out) Pre 2009 – Income Differential Statement (EEA4) First Page Written Undertaking (EEA5) – Blank</p>

Forms and Templates:	Annual Leave Details & Requests Clothing Request Form Dependent Record Form Disciplinary Record Form Emergency Contact Record Form Employee Basic Appraisals Employee Maintenance Form Employee Personal Information Update Form Employee Take-on Form Populated Employee Take-on Form Engagement Checklist Form Equipment Request Form Grievance Record Form Loan Application Misconduct Record Form Next of Kin Form Notice to attend Disciplinary Enquiry Form Sick Leave Details and Requests
Government Returns	Employee Personal Information Confirmation SARS Mandatory PAYE Requirement UI-19 (Actual Gross Salary) UI-19 (Blank) UI-19 (Excl. Remuneration Details) UI-19 (Theoretical Gross Salary)
Leave Reports	Absenteeism Summary (% vs. Theoretical) (By Leave Type) Booked Leave (all leave types) Current Leave Entitlements (By Leave Type) Current Theoretical Leave Cost Per Day (By Leave Type) Custom Leave Report Employee Annual Leave Movement Employees On Leave (By Leave Type) Leave Liability (as per payslip) Outstanding Leave (Stat vs. Additional) Sick Leave Analysis (days of the week) Sick Leave Cycle Information Sick Leave, Family Responsibility & Child Care Record Summary Summary of Annual Leave Details (as per leave screen) Summary for Annual Leave Records Summary of Annual Leave Taken & Adjustment Records
Loans, Garnishees & Savings Reports	Employee Loan Balances Employee Requested Loans Employee Requested Savings / Provisions Employee Savings Balances
Performance and Succession Reports	Appraisals Details Template Appraisal Summary Employee Appraisal Details Employee Performance and Potential Analysis Details Employee Risk and Retention Analysis Details Employee Promotability Analysis Details

Skills and Training Reports	Annual Training by Occupational category (by Employee) Annual Training by Occupational category (by Intervention) Development Need Summary Development Plans Summary Employee Development Need Details Employee Development Plan Details Employee Master Training Details Employee Training Details by OFO Major Group & Codes Employee Training Details by Occupational Category Employee Training Restriction Details Employee Training Summary Experience Summary Learning Matrix Summary Skills Matrix Summary Skills Summary Skills and Training Details Training Age Profile Training Cost Summary Training Not Received Summary Training Received Summary Training Restrictions Summary Training Summary by OFO Major Groups & Codes Training Summary by Occupational Category Workplace Profile Workplace Skills Plan (OFO Major Group & Codes) Workplace Skills Plan (Occupational Category) Workplace Skills Received
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2. Accidents Summary

**Payroll Demo
PSiberSTAFF (Monthly Payroll)
Accidents Summary**

For Period : 01/03/2006 - 28/02/2007

	Accident Date	Location of Accident	Severity	Man Hours Lost	Cost of Lost Hours	Claimed From WCA/COIDA	Date Claimed	Reference Number	Amount Claimed	Date Settled	Settlement Value
46 - MAMANA, FS	29/03/2006	Motor Parkade	2	1.00	2,000.00	Y	29/04/2006	128	1,000.0	29/04/2006	1,000.00
68 - DANIELS, HW	29/03/2006	Parking Lot	1	160.00	10,000.00	Y	19/04/2006	34333	25,000.	09/06/2006	25,000.00
17 - ALCALA, D M	26/07/2006	Kitchen	2	0.00	0.00	N			0.00		0.00
38 - MAMOGOBO, J.S	26/07/2006	Kitchen	2	1.00	2,000.00	Y	26/08/2006	129	1,000.0	26/08/2006	1,000.00
9 - WILSON, B	26/07/2006	Parking Lot	2	2.00	2,000.00	Y	26/08/2006	124	1,000.0	26/08/2006	1,000.00
49 - ARENDS, TA	09/12/2006	Workshop	2	4.00	1,000.00	N		N/A	0.00		0.00
13 - WILLOCKS, H	09/12/2006	Kitchen	2	1.00	2,000.00	Y	09/01/2007	125	1,000.0	09/01/2007	1,000.00
38 - MAMOGOBO, J.S	09/12/2006	Office	2	1.00	2,000.00	Y	09/01/2007	130	1,000.0	09/01/2007	1,000.00
0008 - Banks, G	02/02/2007	Kitchen	2	3.00	2,000.00	Y	21/02/2007	93439	5,000.0		0.00
13 - WILLOCKS, H	02/02/2007	Workshop	2	1.00	2,000.00	Y	02/03/2007	126	1,000.0	02/03/2007	1,000.00
Total Number of Accidents	10										
Total Number Claimed	8				Total Value of Claims				36,000.00		
Total Number Settled	7				Total Value of Settled Cl				31,000.00		

3. Grievances Summary

Payroll Demo PSiberSTAFF (Monthly Payroll) Grievances Summary					
For Period : 01/03/2006 - 28/02/2007					
	Grievance Date	Grievance Type	Reference Number	Date Resolved	Time to Resolve
17 - ALCALA, D M	15/03/2006	Racial Comment		16/03/2006	0 week(s)
46 - MAMANA, FS	04/04/2006	Sexual Harrasment		13/04/2006	1 week(s)
38 - MAMOGGOBO, J.S	22/05/2006	Unfair working hours		29/05/2006	1 week(s)
13 - WILLOCKS, H	27/05/2006	Invasion of Privacy		30/05/2006	0 week(s)
46 - MAMANA, FS	11/07/2006	Disregard of Smoking Rules		11/07/2006	0 week(s)
9 - WILSON, B	27/07/2006	Racial Comment		28/03/2007	34 week(s)
49 - ARENDS, TA	15/08/2006	Invasion of Privacy		01/09/2006	2 week(s)
38 - MAMOGGOBO, J.S	01/09/2006	Religious Comment		07/09/2006	0 week(s)
0008 - Banks, G	12/01/2007	Disregard of Smoking Rules		16/01/2007	0 week(s)
Total Number of Grievances	9				
Total Number Resolved	9				
Total Number Unresolved	0				
Average Time to Resolve	4 week(s)				
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4. Company Vehicles

Payroll Demo	
PSiberSTAFF (Monthly Payroll)	
Company Vehicles	
Company Vehicle - JKL890GP	
Vehicle Type	B - Car
Registration Date	01/03/2005
Year / Model	2005
Make	Toyota
Model	Corrola
Colour	White
Engine CC	1600cc
Chassis Number	abcdefghijklmno
Engine Number	abcdefghijklmno
Retail Price	100,000.00
Purchase Method	HP
Vehicle Status	Active/In Use
Usage Type	Individual Company Car
Employee Responsible	
Company Vehicle - HYZ457GP	
Vehicle Type	B - Car
Registration Date	16/03/2006
Year / Model	2006
Make	Toyato
Model	Yaris
Colour	Green
Engine CC	1300cc
Chassis Number	abcdefghijklmno
Engine Number	abcdefghijklmno
Retail Price	125,000.00
Purchase Method	Lease with Residual
Vehicle Status	Inactive/Not In Use
Reason	Stolen
Usage Type	Individual Company Car
Employee Responsible	17, ALCALA, D M

5. Labour Turnover Summary

From: January 2008		To: December		Labour Turnover Summary										Print Date: Tue Jun 10 08:58:23 CAT
2008	January	February	March	April	May	June	July	August	September	October	November	December	Average For Period	
PSIberSTAFF														
Executive , 01														
Active(End of Period)	12	12	12	12	12	12	12	12	12	12	12	12	12.00	
New	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Transferred In	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Discharged	0	0	1	0	0	0	0	0	0	0	0	0	0.083	
Suspended	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Reinstated	0	0	1	0	0	0	0	0	0	0	0	0	0.083	
Transferred Out	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Movement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Turnover Exd T/O	0.00	0.00	8.333	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.694	
Turnover Ind T/O	0.00	0.00	8.333	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.694	
Admin , 02														
Active(End of Period)	12	12	12	12	12	12	12	12	12	12	12	12	12.00	
New	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Transferred In	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Discharged	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Suspended	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Reinstated	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Transferred Out	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Movement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Turnover Exd T/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Turnover Ind T/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

6. Summary of Employee Details

Payroll Demo	
PSiberSTAFF (Monthly Payroll)	
Summary of Employee Details	
Personal Details - Banks, G, 0008	
Nature of Employee	Individual with ID Number or Passport Number
Employee Number	0008
Employment Date	02/10/2006
Engagement Date	02/10/2006
Surname	Banks
First Names	George
Initials	G
Title	Mr
Birth Date	12/03/1979
Age	29
Gender	Male
ID Number	7902125050087
Income Tax Number	1234567998
Revenue Office	Benoni
Affirmative	Yes
Address	19 Plantation Rd Eastleigh 1212
Postal Address	19 Plantation Rd Eastleigh 1212
Telephone Number	011 999 9999
Cellphone Number	082 999 9999
Additional Details - Banks, G, 0008	
Language	Afrikaans
Nationality	
Religion	Christian
Ethnic Persuasion	White
Retirement Age	65
Retirement Date	12/03/2044
Number of Dependants	0
<i>Residency Details</i>	
Residency Permit	Not Applicable
Employment Details - Banks, G, 0008	
Job Grade	Grade 5
Effective Date	01/12/2006
Job Title / Description	General Manager
Effective Date	01/12/2006
Alternate Grade	E
Days Worked per Month	160.00
Hours Worked per Day	8.00
Employment Type	Temporary

7. Dependant and Contacts Details

Payroll Demo	
PSiberSTAFF (Monthly Payroll)	
Dependants and Contacts Details	
Dependant Details - Banks, G - 0008	
Relation	Common Law Wife
Surname	Banks
First Names	Mary
Home Number	011 999 9999
Address	19 Plantation Rd Eastleigh 1409
Date of Birth	
Gender	Female
Relation	Daughter
Surname	Banks
First Names	Kate
Home Number	011 999 9999
Address	19 Plantation Rd Eastleigh 1409
Date of Birth	
Gender	Female
Next of Kin Details - Banks, G - 0008	
Relation	Mother
Surname	Sue
First Names	Banks
Home Number	011 999 9999
Address	67 Forest Lance Eastleigh 1409
Date of Birth	
Gender	Female
Emergency Contact Details - Banks, G - 0008	
Relation	Brother
Surname	Banks
First Names	Trevor
Home Number	011 999 9999
Address	78 Blueberry Lane Eastleigh 1409
Date of Birth	
Gender	Male
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8. Employee Disciplinary Details

Payroll Demo	
PSiberSTAFF (Monthly Payroll)	
Disciplinary Details	
Disciplinary Details - 49, ARENDS, TA	
Incident / Charge	Employee acknowledges actions and will make effort to improve
Incident / Charge Date	01/03/2006
Complainant	Manager
Disciplinary Officer	Mr Pollock
Date of Disciplinary Action	02/03/2006
Disciplinary Action	Verbal Warning
Comments	Employee acknowledges actions and will make effort to improve
Sanction	Verbal Warning 1
Misconduct Report Details - 49, ARENDS, TA	
Incident / Charge	Late for work
Incident / Charge Date	22/08/2006
Complainant	Supervisor
Date of Disciplinary Action	22/08/2006
Disciplinary Action	Written Warning
Comments	None
Sanction	Written Warning 1
Incident / Charge	Under the influence of alcohol on workpremises
Incident / Charge Date	29/05/2006
Complainant	Supervisor
Date of Disciplinary Action	30/05/2006
Disciplinary Action	Written Warning
Comments	None
Sanction	Written Warning 2
Grievances Details - 49, ARENDS, TA	
Grievance	Employee read fellow worker's email
Date of Incident	01/09/2006
Complainant	Alcala
Grievance Date	01/09/2006
Reason	Procedural
Steps	Employee given verbal warning
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9. Previous Employment Details

Payroll Demo	
PSiberSTAFF (Monthly Payroll)	
Previous Employment Details	
Previous Employment Details - 17, ALCALA, D M	
Company	Pastech
Start Date	20/01/1990
Starting Salary	5,000.00
Leaving Date	28/06/1996
Leaving Salary	7,500.00
Job Title	A & P Mechanic
Reason for Leaving	Insolvent company
Reference Name	K. Pinkerton
Company	CIB Insurance
Start Date	12/03/1997
Starting Salary	2,000.00
Leaving Date	12/03/2000
Leaving Salary	3,500.00
Job Discipline Major	Human Resources
Job Title	Human Resources Officer
Reason for Leaving	Career Growth
Reference Name	Mr Holland
Reference Number	7889798789

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10. Recruitment History Details

PSiber Holdings PSiberSTAFF Employee Recruitment History Details					
17, ALCALA, D M					
Job Applied for...					
Job Grade:	Grade 4				
Job Title:	Workshop Manager				
Date Applied:	18/01/2005				
Recruitment Details					
Recruitment Agency:	ABC Recruiters				
Person Responsible:	Sue Evans				
Media Name:					
Media Option:					
Other:					
Have C.V. on Hand?	Yes				
Correspondence Details					
Date	Type	Comments			
19/01/2005	Application Received				
20/01/2005	Application Received	Requested first interview			
Interview Details					
Date	Type	Interviewer	Comments		
09/02/2005	Panel Interview	Mr Pollock and Managers			
07/02/2005	Second Interview	Mr Pollock	Requested Assessment		
01/02/2005	First Interview	Mr Pollock			
Reference Check Details					
Date:	14/02/2005	Date:	16/02/2005		
Type:	Criminal Record Clearance	Type:	Previous Employer		
Clearance:	Yes	Clearance:	Yes		
Contact Details		Contact Details			
Company:	Check the Criminal CC	Company:	Dow Shipping Ltd		
Contact Person:	Mr Jones	Contact Person:	Mrs Hedge		
Telephone Number:	011 444 4444	Telephone Number:	011 555 5555		
Email Address:		Email Address:			
Comments:		Comments:	Confirmed previous employment		
Offer Details					
Offer Date	Authorised By	Candidate Response	Offer Amount	Offer Details	Accepted Offer
15/02/2007	Mr Pollock	Not Happy with amount	R 7,500.00 - Annually		No
18/02/2005	Mr Pollock		R 9,500.00 - Annually	Included Medical Aid benefit	Yes
Offer Acceptance Date	18/02/2005				
Comments					
Job Commencement Date	01/03/2005				
Probation Period					
Months	3				
Weeks	0				
Reason					
Employment Equity Details					
Job Function	Unknown				
Employee Affirmative	No				
Job Reserved for PDI?	Yes				
Reason for Placement	Candidate matched job profile. No other suitable candidate was found.				

11. Employee Medical Details

Payroll Demo	
PSiberSTAFF (Monthly Payroll)	
Medical Details	
Medical Aid Details - 5, CHUNARA, H	
Fund's Name	Discovery
Start Date	01/03/2005
Reference Number	1111798
Life To Date Total	0.00
Medical Details - 5, CHUNARA, H	
Blood Group	AB
Doctor	Dr Knowhow
Telephone Number	011 555 5555
State of Health	Good
Allergies - 5, CHUNARA, H	
Allergy	Gluten and Wheat intolerant
Date Diagnosed	09/03/2006
Job Impact	Cannot eat cafeteria food
Treatment	N/A
Treatment Frequency	N/A
Allergy	Bee sting
Date Diagnosed	09/03/1996
Job Impact	N/A
Treatment	N/A
Treatment Frequency	N/A
Comments	Carries medication on person at all times.
Disabilities - 5, CHUNARA, H	
Disability	Visually impaired - Sensitivity to light or glare
Date Diagnosed	09/03/2004
Job Impact	Must wear sunglasses outside
Medicals - 5, CHUNARA, H	
Reference Number	
Date of Medical	08/12/2006
Reason for Medical	Bad Health
Comments	Been feeling lethargic
Doctor	Dr Bob
Telephone Number	0111 3333 33
Diagnosis :	Stress
Treatment	Take leave & tranquiliser
Treatment Frequency	Weekly
Follow up Date	31/01/2007
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12. Employee Equipment Details

PSiber Holdings PSiberSTAFF Employee Equipment Details	
Equipment Details 68, DANIELS, HW	
Equipment Code / Description	Laptop
Equipment Category	Information Technology
Equipment Make	Dell
Equipment Model	Latitude
Serial Number	849-943kskis-930-0d0
Asset Number	IT-939393
Insured?	Yes
Insurance Company	Over Insurance
Type of Insurance	Business
Policy Number	BUS000101
Type of Cover	Fully Comprehensive
Cover Value	2500000.00
Issue Date	07/11/08 13:59
Issue Reason	
Issue Condition	New
Issue Value	9,000.00
Authorised By	Mr HArt
Returned?	Yes
Return Date	15/01/07 13:59
Return Reason	Broken
Return Condition	Laptop Screen broken
Return Value	150,000.00
Returned To	Mr Warrington
Equipment Status	Damaged
Comments	Laptop was dropped accidently.

13. Employee Vehicles and Licences

Payroll Demo		
PSiberSTAFF (Monthly Payroll)		
Vehicles and Licenses Details		
Personal Vehicle Details - 17, ALCALA, D M		
Vehicle Type	B - Car	
Registration	PSB337 GP	
Registration Date	28/02/2003	
Year / Model	2003	
Make	Renault	
Model	Clio	
Colour	White	
Engine CC	200cc	
Chassis Number	589456465	
Engine Number	54654	
Retail Price	95,000.00	
Purchase Method	Lease	
Vehicle Status	Active/In Use	
Licence Details - 17, ALCALA, D M		
Licence Code / Description	Cd EC - 16 Whlr - Horse & Trailer	
Date Issued	01/04/2000	
Place Issued	Randburg	
Renewal Date	28/04/2005	
Limitations	Visually impaired - Colour blind	
PrDP Category	Passengers	
Suspensions		
From Date	To Date	Comments
01/02/2007	28/02/2007	Allowed unlicenced driver to drive
Fine Details - 17, ALCALA, D M		
Date Fined	23/03/2005	
Fined During	Business Travel	
Reason	Speeding	
Amount	100.00	
Paid By	Employee	
Date Fine Paid	28/03/2005	
Comments	To reimburse employee	
Reference Number	1	

14. Employee Long Service List

Employees Long Service List - Broken(Includes all employment periods)											Print Date: Tue Jun 10 09:30:19 CAT
With 0+ Years Broken Service											
Name	Employee Number	ID Number	Date Of Birth	Employment Type	Last Engagement Date	Years Service	Rate of Pay	Job Grade	Job Title	Cost Centre	Pay Point
PSiberSTAFF											
Executive, 01											
CHUNARA H	5	4403165353089	Mar 16, 1944	Permanent	Mar 1, 2005(E)	3yrs 101dys	9,900.00 p/m	Grade 4	Administration Manager		PP3, Edenvale
DOWNIE I	8	7306175476088	Jun 17, 1973	Permanent	Mar 1, 2005(E)	3yrs 101dys	8,800.00 p/m	Grade 5	General Manager		PP3, Edenvale
GERBER A	7	6704205178008	Apr 20, 1967	Permanent	Mar 1, 2005(E)	3yrs 101dys	16,500.00 p/m	Grade 4	Financial Manager		PP3, Edenvale
Holmes H	74	7706040078788	Jun 4, 1977	Permanent	Apr 5, 2006(E)	2yrs 66dys	24,350.00 p/m	Grade 12	Greaser		PP2, Selby
Janse J	72	6805310077089	May 31, 1968	Independent Contractor	Apr 1, 2001(E)	7yrs 70dys	19,800.00 p/m	Grade 11	Tyre Attendant		PP1, Germiston
LOWTON P	3	6912050847086	Dec 5, 1969	Permanent	Mar 1, 2005(E)	3yrs 101dys	11,000.00 p/m	Grade 4	HR Manager		PP3, Edenvale
MACKAY B	2	7902020116083	Feb 2, 1979	Permanent	Mar 1, 2005(E)	3yrs 101dys	27,500.00 p/m	Grade 3	Financial Director		PP3, Edenvale
MALIN H	12	6506215551086	Jun 21, 1965	Permanent	Mar 23, 2008	3yrs 101dys	7,700.00 p/m	Grade 11	Fueler		PP3, Edenvale
NORRIS J	1	5504070022088	Apr 7, 1955	Permanent	Mar 1, 2005(E)	3yrs 101dys	38,500.00 p/m	Grade 3	Managing Director		PP3, Edenvale
Pomona P	73	8404040077089	Apr 4, 1984	Temporary	Jan 1, 2000(E)	2yrs 160dys	19,250.00 p/m	Grade 12	Greaser		PP1, Germiston
THOMSON A O	14	6011135644087	Nov 13, 1960	Permanent	Mar 1, 2005(E)	3yrs 101dys	9,900.00 p/m	Grade 4	Transport Manager		PP3, Edenvale
WILSON B	9	5902026164089	Feb 2, 1959	Permanent	Mar 1, 2005(E)	3yrs 101dys	8,800.00 p/m	Grade 4	HR Manager		PP3, Edenvale
Total Employees :						12					
Admin, 02											
ALCALA D M	17	4204035387087	Apr 3, 1942	Permanent	Mar 1, 2005(E)	3yrs 101dys	12,000.00 p/m	Grade 5	General Manager		PP1, Germiston
DLAMINI J.S	45	6011125752080	Nov 12, 1960	Permanent	Mar 1, 2005(E)	3yrs 101dys	15.00 p/h	Grade 14	Cleaner/ Tea Maker		PP2, Selby
fernie m	29	6204165677081	Apr 16, 1962	Permanent	Mar 1, 2005(E)	3yrs 101dys	8,250.00 p/m	Grade 8	Book Keeper		PP3, Edenvale
Kennel J	75	6103035050123	Mar 13, 1961	Permanent	Jan 2, 2007(E)	1yrs 159dys	12,500.00 p/m	Grade 5	Accountant		PP1, Germiston
MAHLANGU J	16	5406295135085	Jun 29, 1954	Permanent	Mar 1, 2005(E)	3yrs 101dys	4,950.00 p/m	Grade 7	Office Orderly		PP3, Edenvale
MARQUES T	21	7407165160086	Jul 16, 1974	Permanent	Mar 1, 2005(E)	3yrs 101dys	4,950.00 p/m	Grade 8	Cash Book Clerk		PP2, Selby
MCKENNA C	28	5312135050080	Dec 13, 1953	Permanent	Mar 1, 2005(E)	3yrs 101dys	4,950.00 p/m	Grade 8	Creditors Clerk		PP3, Edenvale
NORRIS R P	11	6108240700083	Aug 24, 1961	Permanent	Mar 1, 2005(E)	3yrs 101dys	8,250.00 p/m	Grade 5	HR Administrator		PP3, Edenvale
NXHAYA E	22	4901060081002	Jan 6, 1949	Permanent	Mar 1, 2005(E)	3yrs 101dys	4,950.00 p/m	Grade 8	Debtors Clerk		PP3, Edenvale
RENNIE T C	10	5911145804087	Nov 14, 1959	Permanent	Mar 1, 2005(E)	3yrs 101dys	11,000.00 p/m	Grade 5	Accountant		PP3, Edenvale
SHABANGU S	23	5901295161057	Jan 29, 1959	Permanent	Feb 1, 2007(T/I)	3yrs 40dys	5,500.00 p/m	Grade 8	Receptionist		PP3, Edenvale
Test T	71	8208255028087	Aug 25, 1982	Permanent	Jun 1, 2005(E)	3yrs 9dys	7,326.00 p/m	Grade 10	Driver Code 8		PP3, Edenvale

15. Employee Birthday List

Payroll Demo			
PSiberSTAFF (Monthly Payroll)			
Employee Birthday List			
<u>Employee Name</u>	<u>ID Number</u>	<u>Date of Birth</u>	<u>Age</u>
January			
KENTANE, ZG - 59	6301015896083	1 January 1963	45
Gladding, G - P001	6301050000000	4 January 1963	45
LEOPE, P.L - 36	6301045639081	4 January 1963	45
NXHAYA, E - 22	4901060081002	6 January 1949	59
STRUWIG, JS - 37	4801075501087	7 January 1948	60
Brown, J - 19	6001105399085	10 January 1960	48
MOTHAUNG, D E - 32	4901175015101	17 January 1949	59
SHABANGU, S - 23	5901295161057	29 January 1959	49
February			
MANEWIL, LH - 47	4502010137108	1 February 1945	63
MACKAY, B - 2	7902020116083	2 February 1979	29
Smith, J - 100	8412130033086	2 February 1980	28
WILSON, B - 9	5902026164089	2 February 1959	49
DANIELS, HW - 68	6002055590087	5 February 1960	48
FISHER, JRS - 55	5702135758080	13 February 1957	51
WILLOCKS, H - 13	7002195253082	19 February 1970	38
MNCININTO, ZC - 62	6502235453080	23 February 1965	43
MSIZA, J.V - 39	6702280020087	28 February 1967	41
March			
MANKGA, R.B - 43	5303040024005	4 March 1953	55
Banks, G - 0008	7902125050087	12 March 1979	29
Kernel, J - 75	6103035050123	13 March 1961	47
CHUNARA, H - 5	4403165353089	16 March 1944	64
DAGHER, N - 6	5203315453089	31 March 1952	56

16.Absenteeism Summary

Payroll Demo								
PSiberSTAFF (Monthly Payroll)								
Absenteeism Summary (all leave types)								
Period : 01/03/2006 - 28/02/2007								
	Working Days in Period	Annual Leave	Sick Leave	Absent without Permission	Compassionate Leave	Other Leave	Total Days Off	% to Working Days
15 - RAPHAELA, R	249.00	5.0000	2.0000				7.0000	2.81%
31 - RAPHELA, H	249.00	5.0000	3.0000				8.0000	3.21%
10 - RENNIE, T C	249.00	5.0000	9.0000				14.0000	5.62%
41 - ROETS, M	249.00	5.0000	1.0000				6.0000	2.41%
61 - SAM, TA	249.00	4.0000	1.0000				5.0000	2.01%
53 - SEPTEMBER, T	249.00	5.0000	2.0000				7.0000	2.81%
23 - SHABANGU, S	20.00	5.0000	1.0000				6.0000	30.00%
20 - SINGH, A	249.00	5.0000	1.0000				6.0000	2.41%
100 - Smith, J	0.00							
65 - STEVENS, I	249.00	8.0000	1.0000				9.0000	3.61%
34 - STRUWIG, C	249.00	5.0000	2.0000				7.0000	2.81%
37 - STRUWIG, JS	249.00	5.0000	1.0000				6.0000	2.41%
60 - SWARTBOOI, ZA	249.00	5.0000	1.0000				6.0000	2.41%
71 - Test, T	249.00	5.0000	1.0000				6.0000	2.41%
24 - THERON, T	249.00	11.0000	1.0000				12.0000	4.82%
14 - THOMSON, A O	249.00	1.0000	1.0000				2.0000	0.80%
13 - WILLOCKS, H	249.00	5.0000	1.0000				6.0000	2.41%
9 - WILSON, B	249.00	9.0000	1.0000			1.0000	11.0000	4.42%
Totals	13,255.00	356.0000	95.0000	0.0000	7.0000	16.0000	479.0000	
% to Working Days		2.69%	0.72%	0.00%	0.05%	0.12%	3.61%	
Absenteeism Rate:	8.6364	(percentage of sick days per total working days available)						
Inactivity Rate:	3.6137	(percentage of leave days per total days worked)						
Sick Leave Occurrences / Incidents:	57.0000	(number of sick leave occurrences)						
Absence Severity Rate:	1.6667	(average duration of sick leave taken)						



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17.Sick Leave Analysis (days of week)

Sick Leave Analysis (Days of Week)															
Employee	Cycle Balance	Leave Taken	Leave Taken Cost	Analysis of Days							Sick Notes for Period		Cycle Start	Cycle End	
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Note	No Note			
Badenhorst, CW - 01215	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	03/05/2009	02/05/2012
Cebe, EM - AER007	23.0000	2.0000	259.84	0.0000	0.0000	0.0000	1.0000	1.0000	0.0000	0.0000	0.0000	1	0	01/01/2009	31/12/2011
Empey, NW - AER008	27.0000	3.0000	677.66	1.0000	0.0000	0.0000	0.0000	2.0000	0.0000	0.0000	0.0000	1	2	01/11/2006	31/10/2009
fgdgdgdf, f - 150420	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	28/05/2009	27/05/2012
Ford, J - AER009	24.0000	6.0000	2,365.58	0.0000	1.0000	2.0000	2.0000	1.0000	0.0000	0.0000	0.0000	2	0	26/07/2007	25/07/2010
fu, k - AER150421	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/03/2009	29/02/2012
Gwete, N - AER010	25.0000	5.0000	649.60	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.0000	0.0000	1	1	01/01/2009	31/12/2011
Harie, N - AER011	28.5000	1.5000	841.72	0.5000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1	1	21/05/2007	20/05/2010
Hendriks, V - AER012	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/02/2009	31/01/2012
Jiane, ED - AER013	26.0000	4.0000	495.03	1.0000	1.0000	0.0000	1.0000	1.0000	0.0000	0.0000	0.0000	1	0	01/08/2006	31/07/2009
Joubert, K - AER014	24.0000	6.0000	1,716.66	2.0000	0.0000	0.0000	2.0000	2.0000	0.0000	0.0000	0.0000	4	0	20/02/2008	19/02/2011
Kekana, LR - AER015	27.0000	3.0000	429.16	0.0000	0.0000	1.0000	2.0000	0.0000	0.0000	0.0000	0.0000	1	1	01/02/2008	31/01/2011
Louw, C - AER016	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	17/07/2007	16/07/2010
Maake, C - AER017	26.0000	4.0000	463.59	0.0000	0.0000	1.0000	2.0000	1.0000	0.0000	0.0000	0.0000	0	2	02/09/2006	01/09/2009
Maluleke, RR - AER018	20.0000	10.0000	1,208.80	5.0000	3.0000	1.0000	0.0000	1.0000	0.0000	0.0000	0.0000	3	3	30/06/2006	29/06/2009
Mashigo, MJ - AER019	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	11/12/2007	10/12/2010
Mathibala, MS - AER020	24.0000	6.0000	636.83	0.0000	0.0000	0.0000	3.0000	3.0000	0.0000	0.0000	0.0000	2	1	01/03/2007	28/02/2010
Matsena, TA - AER021	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/08/2007	31/07/2010
Mavasa, JJ - AER022	26.0000	4.0000	498.38	0.0000	1.0000	1.0000	1.0000	1.0000	0.0000	0.0000	0.0000	0	1	01/03/2007	28/02/2010
Melato, MJ - AER023	-1.0000	31.0000	3,495.15	5.0000	6.0000	6.0000	6.0000	8.0000	0.0000	0.0000	0.0000	4	2	31/10/2007	30/10/2010
Mokgalihane, K - AER024	24.0000	6.0000	2,574.99	1.0000	0.0000	0.0000	1.0000	4.0000	0.0000	0.0000	0.0000	3	1	01/06/2007	31/05/2010
Mokonyama, MT - AER025	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/03/2007	28/02/2010
Molefe, JS - AER026	2.0000	28.0000	3,534.60	5.0000	8.0000	6.0000	6.0000	3.0000	0.0000	0.0000	0.0000	8	6	01/09/2007	31/08/2010
Mphasane, IK - AER027	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/12/2008	30/11/2011
Mqwadi, M - AER028	28.0000	2.0000	262.36	1.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	1	1	26/06/2008	25/06/2011
Msimango, BM - AER029	25.0000	5.0000	456.85	1.0000	1.0000	1.0000	2.0000	0.0000	0.0000	0.0000	0.0000	1	2	01/10/2007	30/09/2010
Mtshwa, FG - AER030	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	13/10/2008	12/10/2011
Nkosi, SW - AER032	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	22/09/2008	21/09/2011
Rangani, KS - AER033	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	25/09/2008	24/09/2011
Rorofse, E - AER034	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/06/2008	31/05/2011
Ross-Allen, HCH - AER035	29.0000	1.0000	269.04	0.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0	1	12/11/2007	11/11/2010
Sambo, YS - AER036	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/08/2007	31/07/2010
Singo, M - AER037	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/01/2009	31/12/2011
Sithole, HD - AER038	21.0000	9.0000	2,780.87	3.0000	2.0000	1.0000	1.0000	2.0000	0.0000	0.0000	0.0000	3	1	01/03/2007	28/02/2010
Sithole, HP - AER039	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/08/2006	31/07/2009
Sithole, YA - AER040	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	01/03/2007	28/02/2010
Skabate, SJ - AER041	24.0000	6.0000	700.51	1.0000	2.0000	2.0000	0.0000	1.0000	0.0000	0.0000	0.0000	1	2	21/01/2008	20/01/2011
Skosana, M - AER042	25.0000	5.0000	682.06	0.0000	0.0000	1.0000	2.0000	2.0000	0.0000	0.0000	0.0000	2	0	28/09/2007	27/09/2010
test, t - test	30.0000	0.0000	0.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	02/03/2009	01/03/2012



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18. Sick Leave Cycle Information

Payroll Demo PSiberSTAFF Sick Leave Cycle Information											
As At : 10/06/2008											
Employee	Opening Balance	Current Balance	Days Taken	Cycle Start	Months into Cycle	Next Cycle Start	Depleted Date	Sick Leave Paid	Sick Leave Unpaid	Other Paid	TOTAL PAID
ALCALA, D M - 17	30.00	25.00	5.00	01/03/2005	39.32	01/03/2008		5.00	0.00	70.00	75.00
ARENDS, TA - 49	30.00	27.00	3.00	01/03/2005	39.32	01/03/2008		3.00	0.00	5.00	8.00
CHUNARA, H - 5	30.00	29.00	1.00	01/03/2005	39.32	01/03/2008		1.00	0.00	5.00	6.00
DANIELS, HW - 68	30.00	25.00	5.00	01/03/2005	39.32	01/03/2008		5.00	0.00	1.00	6.00
DIBILONG, W.M - 40	30.00	29.00	1.00	01/03/2005	39.32	01/03/2008		1.00	0.00	0.00	1.00
DLAMINI, J.S - 45	30.00	29.00	1.00	01/03/2005	39.32	01/03/2008		1.00	0.00	0.00	1.00
DOWNIE, I - 8	30.00	29.00	1.00	01/03/2005	39.32	01/03/2008		1.00	0.00	0.00	1.00
DUNNE, R - 26	30.00	29.00	1.00	01/03/2005	39.32	01/03/2008		1.00	0.00	0.00	1.00
TOTAL	240.00	222.00	18.00					18.00	0.00	81.00	99.00

19. Summary of Annual Leave Details

Payroll Demo							
PSiberSTAFF (Monthly Payroll)							
Summary of Annual Leave Details (as per leave screen)							
ALCALA, D M - 17 (March)							
Leave Period Start Date	01/03/2008						
Leave Level	Leave Scheme 2						
Additional Accrual	Applicable						
Cost per Day	495.00						
Engagement Date	01/03/2005						
Leave Rollover Date	01/03/2007						
Leave Accrual by	1.67 days per 1.00 Months						
Interval Leave Balance	4.7100						
	----- Leave Days -----					Months	
	Total	Carried Forward	This Cycle	Excess	Forfeited	To Date	This Cycle
Leave Summary as @ 31/03/2006							
Leave Accumulated Total	21.7100	20.0400	1.6700			13.0000	1.0000
Leave Taken Total	17.0000	17.0000	0.0000	0.0000			
Leave Balance Adjustment	0.0000	0.0000	0.0000	0.0000	0.0000		
Leave Balance	4.7100	3.0400	1.6700	0.0000	0.0000		
Leave Balance as @ 31/03/2006	4.7100						
Leave Booked Total	11.0000						
<i>Leave History</i>							
<i>Annual Leave</i>							
From Date	To Date	Leave Type	Days Paid	Days Unpaid	Comment	Status	
03/03/2005	05/03/2005	Annual Leave(Cur)	2.0000	0.0000		Taken	
09/03/2006	30/03/2006	Annual Leave(Cur)	15.0000	0.0000		Taken	
<i>Sick Leave</i>							
From Date	To Date	Leave Type	Days Paid	Days Unpaid	Comment	Status	
18/03/2005	18/03/2005	Sick Leave	1.0000	0.0000		Taken	
<i>Other Leave</i>							
From Date	To Date	Leave Type	Days Paid	Days Unpaid	Comment	Status	
01/08/2005	31/10/2005	Maternity Leave	65.0000	0.0000		Taken	

20. Employee Skills and Training

Payroll Demo		
PSiberSTAFF (Monthly Payroll)		
Skills and Training Details		
Skills Acquired - 0008, Banks, G (Continued)		
<i>Proficiencies :</i>	<i>Level</i>	<i>Evaluation Date</i>
	Level 5	
Skill Code / Description		
Skills Category	Information Technology	
Date Acquired	12/03/2000	
Group		
	Job Related	
Length of Time	Year(s), 5	
Importance Level		
<i>Proficiencies :</i>	<i>Level</i>	<i>Evaluation Date</i>
	Level 4	
Experience Acquired - 0008, Banks, G		
Experience Code / Description		
Experience Category		
How Experience Gained	Employer	
Date Gained	12/03/2006	
Group		
	Managerial Related	
Length of Time	Year(s), 1	
Importance Level	Level 5 - High	
<i>Proficiencies :</i>	<i>Level</i>	<i>Evaluation Date</i>
	Level 5	
Training Completed - 0008, Banks, G		
Training Course Code / Description	Brilliant Customer Services for Everyone	
Training Course Category		
Total Employee Direct Cost	0.00	
Total Course Cost	1,000.00	
Internal / External	External	
NQF Option		
Unit Standard / Qualification		
Pass Course	N/A	
Competent	N/A	
Part of WSP	No	
Development Need Details - 0008, Banks, G		
Need	Budgeting Techniques	
Need Type	Managerial	
Company / Personal	Personal	
Date Planned	01/03/2007	
Date Completed	09/03/2007	
Source	CEO	

22. Training Received

Payroll Demo PSiberSTAFF Training Received Summary												
For Period: 12-May-2008												
Employee	Internal / External	Start Date	End Date	Course Duration				Part of WSP	NOF Option	Unit Standard/ Qualification	Pass Course	Competent
				Working Days	Hours	Non-Working Days	Hours					
Course Code / Name: Adult Basic Education Training												
64	COLLINS, C	Internal	14-Mar-2005	18-Mar-2005	5	40	0	0	No		n/a	n/a
46	MAMANA, FS	Internal	27-Mar-2006	27-Mar-2006	1	8	0	0	No		n/a	n/a
38	MAMOGOBO, J.S	Internal	27-Nov-2006	27-Nov-2006	1	8	0	0	No		n/a	n/a
Total Employees for Course:		3										
Course Code / Name: Advanced First Aid - Level 1												
64	COLLINS, C	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
40	DIBILONG, W.M	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
45	DLAMINI, J.S	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
8	DOWNIE, I	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
26	DUNNE, R	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
29	fernie, m	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
55	FISHER, JRS	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
48	FRITZ, DR	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
7	GERBER, A	External	20-Aug-2005	23-Aug-2005	2	16	0	0	No		n/a	n/a
46	MAMANA, FS	External	21-Aug-2006	22-Aug-2006	2	16	0	0	No		n/a	n/a
13	WILLOCKS, H	External	09-Mar-2006	09-Mar-2006	1	8	0	0	No		n/a	n/a
9	WILSON, B	External	02-Jan-2007	03-Jan-2007	2	16	0	0	No		n/a	n/a
Total Employees for Course:		12										
Course Code / Name: Aids in the Workplace Awareness												
17	ALCALA, D M	Internal	14-Jun-2006	15-Jun-2006	2	16	0	0	No		n/a	n/a
49	ARENDS, TA	External	06-Mar-2006	07-Mar-2006	2	16	0	0	No		n/a	n/a
5	CHUNARA, H	Internal	23-Oct-2006	23-Oct-2006	1	8	0	0	No		n/a	n/a
26	DUNNE, R	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No		n/a	n/a
29	fernie, m	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No		n/a	n/a
55	FISHER, JRS	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No		n/a	n/a
48	FRITZ, DR	External	30-Aug-1968	23-Feb-1969	126	1008	0	0	No		n/a	n/a
38	MAMOGOBO, J.S	External	14-Aug-2006	14-Aug-2006	1	8	0	0	No		n/a	n/a
13	WILLOCKS, H	Internal	23-Oct-2006	24-Oct-2006	2	16	0	0	No		n/a	n/a
Total Employees for Course:		9										

23. Training Not Received

Payroll Demo PSIberSTAFF Training Not Received Summary									Print Date : 12/05/2008
For Period: 12-May-2008									
Employee	Employment Date	Job Grade	Job Title	Occupational Category	Occupational Level	Cost Centre	Department	Restricted	
Course Code / Name: Brilliant Customer Services for Everyone									
17	ALCALA, D M	01-Mar-2005	Grade 5	General Manager	Professionals	Professionally Qualified &	Admin, 02	Admin, Dep3 (Admin)	No
49	ARENDS, TA	01-Mar-2005	Grade 12	Assembler	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Workshop, 03	Maintenance, Dep5	No
5	CHUNARA, H	01-Mar-2005	Grade 4	Administration Manager	Professionals	Senior Management	Executive, 01	Management, Dep10	No
64	COLLINS, C	01-Mar-2005	Grade 4	Transport Manager	Professionals	Senior Management	Transport, 05	Drivers, Dep 11 (Transport)	No
68	DANIELS, HW	01-Mar-2005	Grade 8	Supervisor	Clerks	Skilled Technical & Academically	Workshop, 03	Mechanical, Dep6	No
27	DHANPAL, M	01-Mar-2005	Grade 8	Admin Clerk	Clerks	Skilled Technical & Academically	Admin, 02	Admin, Dep3 (Admin)	No
40	DIBILONG, W.M	01-Mar-2005	Grade 13	Washbay Attendant	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Transport, 05	Maintenance, Dep13	No
45	DLAMINI, J.S	01-Mar-2005	Grade 14	Cleaner / Tea Maker	Elementary Occupations	Unskilled & Defined Decision Makers	Admin, 02	Admin, Dep3 (Admin)	No
8	DOWNIE, I	01-Mar-2005	Grade 5	General Manager	Professionals	Professionally Qualified &	Executive, 01	Management, Dep10	No
26	DUNNE, R	01-Mar-2005	Grade 8	Supervisor	Clerks	Skilled Technical & Academically	Workshop, 03	Mechanical, Dep6	No
29	fernie, m	01-Mar-2005	Grade 8	Book Keeper	Clerks	Semi-Skilled & Discretionary	Admin, 02	Finance, Dep 1 (Admin)	No
55	FISHER, JRS	01-Mar-2005	Grade 10	Semi Skilled Mechanic	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Workshop, 03	Mechanical, Dep6	No
7	GERBER, A	01-Mar-2005	Grade 4	Financial Manager	Professionals	Senior Management	Executive, 01	Management, Dep10	No
P001	Gladding, G	01-Mar-2005	Grade 11	Washbay Team Leader	Elementary Occupations	Unskilled & Defined Decision Makers	Transport, 05	Maintenance, Dep13	No
74	Holmes, H	05-Apr-2006	Grade 12	Greaser	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Executive, 01	Exec, Dep8 (Executive)	No
63	JACK, MZ	01-Mar-2005	Grade 8	Mechanic	Clerks	Skilled Technical & Academically	Workshop, 03	Mechanical, Dep6	No
4	JACKSON, V A	01-Mar-2005	Grade 8	Supervisor	Clerks	Skilled Technical & Academically	Transport, 05	Drivers, Dep 11 (Transport)	No
72	Janse, J	01-Apr-2001	Grade 11	Tyre Attendant	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Executive, 01	Management, Dep10	No
59	KENTANE, ZG	01-Mar-2005	Grade 12	Painter	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Workshop, 03	Maintenance, Dep5	No
75	Kennel, J	02-Jan-2007	Grade 5	Accountant	Professionals	Professionally Qualified &	Admin, 02	HR, Dep2 (Admin)	No
51	KHUMALO, W	01-Mar-2005	Grade 9	Driver Code 14	Plant and Machine Operators and	Unskilled & Defined Decision Makers	Transport, 05	Drivers, Dep 11 (Transport)	No
69	LA FLEUR, REC	01-Mar-2005	Grade 8	Panelbeater/Spraypainter	Clerks	Semi-Skilled & Discretionary	Workshop, 03	Maintenance, Dep5	No

24. Employee Basic Appraisals – Key Performance Areas

Key Performance Area Rating									
Key Performance Areas	Key Performance Indicators	Measurable Outputs	Weighting	Actual		Expected		Comments	
				Rating	Score	Rating	Score		
1	Manage Budget and Expenses	Identify expenditures and receivables	Process payments and receipts within 60 days	20	6	120	5	100	Maintain department budget within 10% variance
2	Communication	Foster open communication between supervisors; peers and subordinates	Conduct weekly department head & bi-monthly co-worker meetings	20	3	60	5	100	
3	Manage Manpower Planning	Utilise labour scheduling tools	Manpower plan follow demand pattern	20	6	120	6	120	
4	Manage Staff	Provide training; direction; supervision; evaluation and corrective action when required	Acts as role model for all employees by demonstrating behaviour and work ethic expected of all PSiber employees	20	4	80	6	120	
5	Management Reporting	Submit approved status reports to top management	Submit on a monthly basis	20	7	140	6	120	
Total				100	26	520	28	560	

25. Employee Basic Appraisal – Rewards

Tax Year: (March, 2006 - February, 2007) Printed : Tue May 13 14:56:51

**PSiber Holdings
PSiberSTAFF
Employee Basic Appraisals**

Rewards

<p>Is a salary increase to be given? Yes <input type="text" value="null"/> No <input type="text" value="null"/> N/A <input type="text" value="null"/></p> <p>Reason for no increase null</p> <p>Type of Increase</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">CPI</td> <td style="width: 10%;"><input type="text"/></td> <td style="width: 20%;">Additional Merit</td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other</td> <td><input type="text"/></td> <td>New Package</td> <td><input type="text"/></td> </tr> </table> <p>Proposed Increase Date: 01/11/2007 Effective Increase Date: 01/11/2007</p> <p>Employee's current rate / package at time of appraisal:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Hourly Rate</td> <td style="width: 15%;">75.00</td> <td style="width: 25%;">Daily Rate</td> <td style="width: 35%;">800.00</td> </tr> <tr> <td>Weekly Rate</td> <td>3,000.00</td> <td>Monthly Rate</td> <td>12,000.00</td> </tr> <tr> <td>Package Total</td> <td>12,867.00</td> <td>Retirement Funding Income</td> <td>12,000.00</td> </tr> <tr> <td>Gross Cash</td> <td>12,000.00</td> <td>Taxable Earnings</td> <td>12,075.00</td> </tr> <tr> <td>Date of Last Package Change</td> <td>01/10/2008</td> <td></td> <td></td> </tr> </table> <p>Employee's comment on increase: No comments.</p> <p>Employer's comment on increase: Will give extra 5% based on improvement in conducting staff meetings.</p>	CPI	<input type="text"/>	Additional Merit	<input checked="" type="checkbox"/>	Other	<input type="text"/>	New Package	<input type="text"/>	Hourly Rate	75.00	Daily Rate	800.00	Weekly Rate	3,000.00	Monthly Rate	12,000.00	Package Total	12,867.00	Retirement Funding Income	12,000.00	Gross Cash	12,000.00	Taxable Earnings	12,075.00	Date of Last Package Change	01/10/2008			<p>Is the employee promotable? Yes <input type="text" value="null"/> No <input type="text" value="null"/> N/A <input type="text" value="null"/></p> <p>Reason for Promotion null</p> <p>Reason for no Promotion null</p> <p>Promotable to the following Position(s) / Job(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Position / Job</th> <th style="width: 45%;">Description / Title</th> <th style="width: 20%;">Priority</th> <th style="width: 20%;">Time Period</th> </tr> </thead> <tbody> <tr> <td>Job</td> <td>Area Manager</td> <td>High Priority</td> <td>Week(s) - 1</td> </tr> <tr> <td>Job</td> <td>Financial Manager</td> <td>Medium Priority</td> <td>6 Months - 0</td> </tr> </tbody> </table>	Position / Job	Description / Title	Priority	Time Period	Job	Area Manager	High Priority	Week(s) - 1	Job	Financial Manager	Medium Priority	6 Months - 0
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26. Employment Equity Form – EEA2 Front Page

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<p>PURPOSE OF THIS FORM</p> <p>This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.</p> <p>This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 50 employees) and large employers (i.e. employers employing 50 or more employees) are required to use this form.</p> <p>Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.</p> <p>Although all sections of this form apply to large employers, small employers are not required to complete Section F of the form.</p> <p>WHO SHOULD COMPLETE THIS FORM?</p> <p>All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.</p> <p>WHEN SHOULD EMPLOYERS REPORT?</p> <p>Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October and small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.</p> <p>ESSENTIAL REQUIREMENTS</p> <p>Large employers, i.e. employers with 50 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 50 employees, must only complete areas of the EEA2 form that apply to them.</p> <p>Guidance to overcome difficulties in order to complete the form properly must be obtained from the Department prior to completing and submitting the report.</p> <p>SEND TO: Employment Equity Registry The Department of Labour Private Bag 3017 Pretoria 0001</p> <p>Online reporting : www.labour.gov.za Helpline : 0800 101018</p>	<table border="1"> <tr><td>Trade Name</td><td>Demo Payroll</td></tr> <tr><td>DTI registration name</td><td>Demo Company (PTY) LTD</td></tr> <tr><td>DTI registration number</td><td>1998/082484/39</td></tr> <tr><td>PAYE/SARS number</td><td>71234567890</td></tr> <tr><td>UIF reference number</td><td>U1234567890</td></tr> <tr><td>EE reference number</td><td>123468</td></tr> <tr><td>Seta classification</td><td>CETA</td></tr> <tr><td>Industry/Sector</td><td>Engineering</td></tr> <tr><td>Telephone number</td><td>011 454 1074</td></tr> <tr><td>Fax number</td><td>011 454 1073</td></tr> <tr><td>Email address</td><td></td></tr> <tr><td>Postal address</td><td>PO Box 4718</td></tr> <tr><td></td><td>Edenvale</td></tr> <tr><td>Postal code</td><td>1610</td></tr> <tr><td>City/Town</td><td></td></tr> <tr><td>Province</td><td>Gauteng</td></tr> <tr><td>Physical address</td><td>15, 7th Avenue</td></tr> <tr><td></td><td>Edenvale</td></tr> <tr><td>Postal code</td><td>1610</td></tr> <tr><td>City/Town</td><td>Johannesburg</td></tr> <tr><td>Province</td><td>Gauteng</td></tr> <tr><td>Details of CEO at the time of submitting this report</td><td></td></tr> <tr><td>Name and surname</td><td>Rob Nowicki</td></tr> <tr><td>Telephone number</td><td>011 454 1074</td></tr> <tr><td>Fax number</td><td>011 454 1073</td></tr> <tr><td>Email address</td><td>info@psiber.co.za</td></tr> <tr><td>Details of Employment Equity Senior Manager at the time of submitting this report</td><td></td></tr> <tr><td>Name and surname</td><td>Mr Equity Manager</td></tr> <tr><td>Telephone number</td><td>011 454 1074</td></tr> <tr><td>Fax number</td><td>011 454 1073</td></tr> <tr><td>Email address</td><td>equity@psiber.co.za</td></tr> <tr><td>Business type</td><td></td></tr> <tr><td><input type="checkbox"/> Private Sector</td><td><input type="checkbox"/> Parastatal</td></tr> <tr><td><input type="checkbox"/> National Government</td><td><input type="checkbox"/> Provincial Government</td></tr> <tr><td><input type="checkbox"/> Local Government</td><td><input type="checkbox"/> Educational Institution</td></tr> <tr><td><input type="checkbox"/> Non-profit Organization</td><td></td></tr> <tr><td>Information about the organization at the time of submitting this report</td><td></td></tr> <tr><td>Number of employees in the organization</td><td><input checked="" type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input type="checkbox"/> 150 or more</td></tr> <tr><td>Is your organization an organ of State?</td><td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td></tr> <tr><td>Is your organization part of a group / holding company? 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27. Employment Equity Form – EEA2 Numerical Goals and Targets

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SECTION E: NUMERICAL GOALS & TARGETS

7. Numerical goals

7.1 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of your current employment equity plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	3	0	0	4	2	0	0	0	0	0	9
Senior management	0	0	0	4	0	3	0	6	0	0	13
Professionally qualified and experienced specialists and mid-management	0	3	12	0	4	0	5	0	10	0	34
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	4	0	0	0	0	1	5	0	0	10
Semi-skilled and discretionary decision making	0	39	0	0	1	5	0	0	1	0	46
Unskilled and defined decision making	5	0	0	5	0	0	0	0	0	0	10
TOTAL PERMANENT	8	46	12	13	7	8	6	11	11	0	122
Temporary employees	56	7	0	0	8	0	0	0	8	0	79
GRAND TOTAL	64	53	12	13	15	8	6	11	19	0	201

7.2 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees with disabilities only at the end of your current employment equity plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	1	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	1	0	0	0	0	0	0	1	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	1	0	1	0	0	0	0	2	0	4
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	1	0	1	0	0	0	0	2	0	4

END OF DOCUMENT

**Buildsmart HR Basic
Report List and Samples
Product Overview**

Version 13.02.00