

SCRIBANTE LABOUR CONSULTANTS NEWSLETTER

Our Solutions: TES and project contractees, Payroll Administration, Training and Skills Development, HR & IR Consulting, Recruitment



February 2021 Payroll Tax Year-End Get your House in Order.

February is the shortest month on the calendar, but also the most important month for payroll - it is the last month of the tax year. Here are a few tips from us, which might help you to get your payroll ready for tax year end:

- Print your IRP5/IT3a Validation - if there are any issues that might affect generating the tax certificates, this can be resolved BEFORE starting the new tax year.
- Once the payroll has been completed for February, ensure to make a Full System Backup.
- Before you start the new tax year, you must make a Copy System. All processing, payments, reports etc. must be completed, before you make the copy.
- Plan your submission before the deadline: We have seen so many times people try to complete the full process right before the submission deadline, placing unnecessary pressure on themselves to get this done in time.
- Put some time aside to prepare and complete your submissions as soon as filing season opens.

If you need our assistance, please contact Yvonne King on 031 764 0782 or yvonne@scribantelabour.co.za



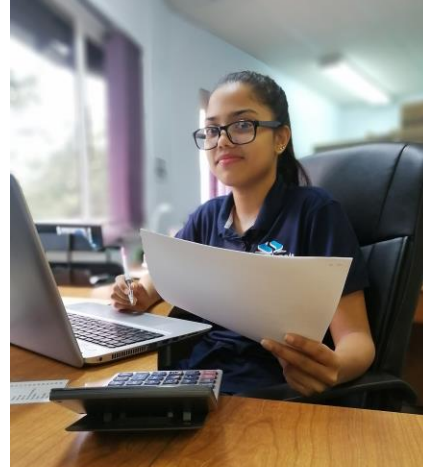
The power of first impressions.

First impressions are crucial and when it comes to interviews, you may not get a second chance. A first impression can be what you wear, what gesture you make to how you act. In fact, research has shown that non-verbal cues have over 4 times more impact than anything said.

Interesting to know:

- 38% of a person's first impression is determined by tone of voice.
- First impressions are formed within 7 to 17 seconds of meeting someone.
- 55% of a first impression is what you wear, how you act and how you walk through the door.
- 26% of interviewees have a weak handshake.
- Only 7% of your first impression is the words you say.

Should you want to chat further about any recruitment needs or candidate requirements contact Nicole Randall on Nicole@scribantelabour.co.za or 031 764 0782



Rhy-Leigh proving determination can pay off.

The importance of an internship

They say time flies when you are having fun, and my time as a Scribante Intern (a whole 12 months!) has been no exception. My Scribante experience has been full of meaningful work, relationship building and skill development. I feel extremely lucky to intern at one of the best companies for millennials, and I truly do love where I work. My time at Scribante has been nothing short of amazing, but like any new job, there were a few learning curves at the beginning.

Before working at Scribante, I had never worked in a corporate office setting before. While my savvy co-workers and manager were instrumental in getting me up-and-running, I still ran into questions. From office jargon to email etiquette, there is a lot to learn – and not all of it is common sense.

I have always been greedy to learn and one of my biggest goals in life was to educate myself further and gain as much knowledge as I can in the field I have chosen. Growing up in a society with very few opportunities I realised that I might not reach my goals as quickly as I would like to, but I would eventually get there. I am extremely grateful to Scribante for seeing potential in me and granting me with the opportunity to be further educated and thanks to Scribante I get to pursue my Bcomm degree.



Injuries on Duty.

An IOD is the commonly used acronym for an injury on duty. An injury on duty is an accident which arises out of and during an employee's employment, which results in a personal injury or illness to the employee or which results in the death of the employee.

For a claim of an IOD to be valid, the company must have a letter of good standing, which is essentially an official document that proves the Workman's Compensation Fund (COID) will assist you in paying for any work-related injuries or harm to your employees because your payments to the fund are up to date.

To lodge a claim, or should an employee be injured at work, depending on the nature of injuries they must be rushed to the hospital, and with the following documents:

- WCL 2 – employer's report of an accident
- Certified copy of employee's ID

If you need assistance or advise on submitting claims to the workmens compensation fund, please contact Amanda West on Amanada@scribantelabour.co.za or 031 764 0782