



\*2016 & 2017 Best Payroll Firm Winner (IPMZ HR Excellence Annual Awards)  
\*2018 Company of the Year: ICT Category (Zimbabwe National ICT Awards)  
\*2018 Gold Medal: Best Business Advisory Services (2018 SMEs International Expo)

# BELINA BUREAU



Monthly Payroll **Outsourcing Service**

■ secure ■ confidential ■ efficient ■ professional



*The Bureau is a monthly payroll service that offers secure payroll processing, and helps you to keep your business up to date with statutory regulations.*

It can be challenging trying to manage a payroll and keep up with all statutory regulations as well as day to day business operations. Any size business can benefit from the expert Bureau Service support offered by the foremost payroll and human capital management firm in the region.



**Software Compliance**  
and full functionality  
to handle **single or  
multi-currency tax laws**



**Payroll Bureau  
Outsourcing services**  
that are professional,  
secure and flexible.



**Integration capability -**  
Compatible with  
multiple salary  
payment platforms

**Payroll simplified**



## KEY FEATURES OVERVIEW



**Belina Connect Self Service is available on the cloud for managing leave, overtime, advances and updating of personal details.**

- Secure payroll processing
- Professionally handled – guaranteeing data integrity
- Compliance with statutory bodies
- Data input as per request
- Multi-tier approval levels
- Soft and hard copy delivery of reports
- Encrypted communication and data exchange during the processing period
- Ability to email reports and payslips
- Third party payments
- Salary payments (generating either the bank transfer file or paying the salaries straight to the bank)
- Multiple payment options for staff – splitting net pay to multiple banks, mobile money platforms, savings schemes
- Employee data maintenance for current and discharged employees
- Leave management
- Loan management
- Filing of returns (tax, pension etc..)

## PAYROLL • HR • TIME CONTROL • CONNECT • BUREAU

### BILLING OPTIONS

We have various options available to meet the needs of all clients, ranging from basic processing (which includes processing and production of all third party reports) through to the full payment of employee salaries as well as payment and submission all statutes.

**Demonstration** | Contact us to arrange a free demonstration tailored to your requirements.

#### ZIMBABWE

**Harare Office** | 27 Van Praagh Avenue, Milton Park

**Tel:** +263 (08677) 235462 • (08677) 799799

**Bulawayo Office** | 118 Parirenyatwa Street

**Tel:** +263 (09) 884344

**Email:** bureau@belinamail.com • sales@belinamail.com



#### ZAMBIA

**Lusaka - VSS Software** | 7a Omelo Mumba

Road, Rhodes Park, Lusaka, Zambia

**Tel:** +260 950 930 098

**Mobile:** +260 (0211) 296458

**Email:** vssbureau@gmail.com



#### MALAWI

**Mobile:** +265 881 327 427

**Email:** crownharveyconsult@gmail.com

