



CLASSIC PAY – CLASSIC ESTATE – CLASSIC ACCOUNTS  
CLASSIC STOCK – PAYROLL OUTSOURCE

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## Newsletter

We welcome all clients to this issue of our newsletter. We hope you will find it particularly informative and you will take note of the important issues highlighted below.

## Website Launch

On the 1<sup>st</sup> of August 2011 we launched our website [www.classicsoftware.org](http://www.classicsoftware.org)

Please visit us on our website where you will find a host of information including the newsletter and other valuable offerings. Requests for orders, quotations, support etc can be placed on the website.

## Payments

We would like to advise all clients that have not paid the licence fee for the licence period for July to December to so as soon as possible and to clear any other outstanding balances on their account. You can contact Audacious or Charlene regarding payments.

If there are any other queries or enquiries regarding your licences or any other outstanding invoices please contact Charlene by phone or email.

[charlene@classicsoftware.co.zw](mailto:charlene@classicsoftware.co.zw)

## Invoices

All clients please note that Proforma invoices are now being administered for all invoiced jobs prior to payment and tax invoices will be produced there after when a payment has been made in line with the ZIMRA requirements.

## Support

For all support requirements you can speak to the following:

Rachel	Estate and Payroll Support
Eddington	Estate and Payroll Support
Wenly	Payroll support and Outsourcing

Please do not hesitate to reach our helpdesk on the address below:

Help desk Skype address: Classic-Support

## Updates

### Classic Estate

We would like to inform all our estate clients on the Windows version that the system update for the Windows Estate is now available and it's Free!

## Features:

- *Website Launch*
- *Payments-Invoices*  
*-Accounts*
- *Updates*
- *Support- Payroll outsource*
- *Extra- Talking Social Security*

**NB: For those that are interested and may have arrears on their account we advise you to clear it as soon as possible.**

A reminder to all estate clients to get in touch with our estate support staff for assistance with your **YEAR END PROCEDURES.**

## Payroll Outsourcing

Just a reminder to all clients that Payroll outsource is one of the any exciting services we offer at Classic Software. There are plenty of benefits of this service and below are some of them listed:

- Saves on time and money by allowing us to handle financial tasks associated with a company payroll.
- The highest level of confidentiality is preserved and the employer doesn't have to keep up with changes in regulations that impact the calculation of taxes since we constantly update information to comply with current laws.
- Zero technology woes i.e. since the payroll is processed offsite there is never a need to upgrade software, spend time and money on program or hardware glitches or any other issues that would otherwise affect the payroll process.

So all those that might be interested please do not hesitate to contact Wenly.

## Extra- Talking Social Security

Talking social security is an exciting column published in the local media every week and it touches on some key issues pertaining to NSSA.

In this week's column there were some key points highlighted that can prove helpful for your business.

- Contributions in the national pension fund by every employee in formal employment and his or her employer are compulsory in terms of the law.
- It is the employer's responsibility to register to each employee with NSSA, to every employee's wage the employee's national pension contribution and remit it together with the corresponding employer's contribution to NSSA.
- The employer has to remit 6% of each employee's basic salary, up to a maximum of salary of \$200 per month, to NSSA by the 10<sup>th</sup> of the month following the salary payment.
- 3% is deducted from the employee's salary and 3% comes from the employer.

For further news and information on Classic Software and various other business related issues please continue to watch this space.

**Thank you for reading this issue of our newsletter. We look forward to next month's edition. If you have any comments or suggestions kindly email or call using our contact details.**

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