



TRISTAN DALE

Payroll Systems & Compliance Manager

PAYROLL SYSTEMS,
COMPLIANCE &
IMPLEMENTATION SPECIALIST

Payroll Systems & Compliance Specialist with solid experience in PaySpace configuration, component scripting, SARS submissions, and end-to-end payroll management. Skilled in system implementations, automation, and ensuring accurate, compliant payroll processes across diverse environments.

CONTACT

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26 Kershaw ave, Doonside,
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EDUCATION

Sound Engineering & Video Post-Production
Cape Audio College 2021

SAGE Pastel Payroll - PCA
Sage University 2022 - Current

Certified PaySpace BP Specialist
Deel - Powered by Payspace | 2022 - Current

TECHNICAL SKILLS

<div></div>	Payspace Scripting
<div></div>	Sage Pastel Payroll
<div></div>	Excel Advanced
<div></div>	Software Implementations
<div></div>	Customizing Macros
<div></div>	SARS submissions

PROFESSIONAL EXPERIENCE

Payroll Systems Specialist
2023 - Current

Manage end-to-end payroll operations and compliance for multiple outsourcing clients, ensuring accuracy, data integrity, and adherence to payroll legislation.

Lead payroll implementations, including data migration, PaySpace configuration, and component scripting.

Provide advanced technical support for complex setups, troubleshooting, and system optimisation.

Oversee payroll consultants, streamline processes, and maintain high-quality service delivery.

Handle EMP201 and EMP501 submissions, SARS correspondence, and statutory compliance while ensuring client satisfaction and operational efficiency.

Oracle Tek /
Oracle Accounting CC

Payroll Consultant
2022 - 2023

Rapidly expanded my payroll and systems knowledge, developing automation tools and macros that streamlined operations. This fast growth and technical ability led to my promotion from Payroll Consultant to Payroll Systems Specialist and Manager of the outsourcing division in 2023

Company Name
Oracle Tek /
Oracle Accounting CC

- Outsourced payroll processing support
- PaySpace setup and troubleshooting.
- Automation tools and macros

Admin / Frontdesk
2021 - 2022

In 2021–2022, I worked as the company administrator and front desk support. During a period of increased workload in the payroll division, I proactively completed Sage Pastel Payroll and PaySpace training to upskill and step into the payroll role. This initiative and rapid learning laid the foundation for my later promotions.

Oracle Tek /
Oracle Accounting CC

- Upskilled in Sage & PaySpace
- Stepped in during payroll shortage
- Optimized internal company recons

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LANGUAGE SKILLS

Native | ENGLISH

Basic | AFRIKAANS

ACHIEVEMENTS

Top 3 Pianist Under 18
Talent Africa | 2015

I have been recognised as:

A very fast learner

To have strong problem-solving abilities

Accurate and reliable under pressure

To have strong initiative and independence

To adapt quickly to new systems

To communicate clearly with clients

Full Scope of Current Job Roles

- End-to-end outsourced payroll processing across multiple entities
- Advanced PaySpace setup, configuration, and environment optimisation
- Component scripting, rule logic, tax overrides, and calculation testing
- Workflow creation, approval routing, and automation setup
- TPA (Third-Party Appointments) processing and reconciliation
- EMP201, EMP501, IRP5/IT3a generation and legislative compliance
- PAYE, UIF, SDL and BCEA compliance monitoring & corrections
- Data migration, template mapping, and onboarding of new companies
- Payroll reconciliations, variance analysis, and data integrity checks
- Custom report building, cross-sheet validations, and audit trails
- Quality control and error resolution
- Troubleshooting complex PaySpace errors and component conflicts
- Client advisory on payroll legislation, processes, and SARS requirements
- Development of automation tools, macros, and workflow efficiency solutions
- Supporting and guiding payroll consultants within the division
- Quality assurance on calculations, imports, and statutory outputs
- Applying for Tax Directives for employees.

HOBBIES / INTEREST

Instruments

Photography

Gaming

3D Printing

Vintage Collector

REFERENCES

Sharon Leathly
Co-Director

Oracle Tek
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Alicia Mason
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