



## Human Resource Management - Payroll

### Payroll

For large and small organisations needing an effective solution to the complex task of payroll administration. The Payroll module, which has been checked as meeting the requirement of the published HMRC Payroll Standard, is designed to provide maximum flexibility, combined with ease of use.

The module eliminates the need to retain detailed knowledge of the ever changing rules associated with PAYE, SSP, SAP, SPP, SMP, NIC, Student Loans and Attachment of Earnings. It incorporates electronic filing capabilities by the internet for all mandatory returns.

Individual employees can be processed separately and modified as many times as required. The pre-list report enables you to check employees' build-up prior to processing. When there are 'across-the-board' changes such as tax code updates, pension details, percentage pay increases and alterations to pay/bonus rates, the Global Update feature makes it easy.

### Advanced Functionality and flexibility

- Internet Year-end returns
- Internet In Year returns for P45, P46 and pension notification
- Employee element preferences
- Unlimited pensions
- User defined analysis
- Unlimited allowances and deductions
- Unlimited premium factors
- Average pay retention
- Attachment of earnings
- Student loans
- P11D's, including wizards for benefit calculation
- Internet return for Expense and Benefits
- Payment methods include cash, cheque, autopay, bank transfers, BACS
- Multiple and priority payments in any combination of methods
- Weekly, fortnightly, 4-weekly and monthly payrolls
- Ability to allocate and move employees between companies/departments
- Company vehicles
- Tax/P45 checking
- HMRC audit compliance data extract
- Data validation to HMRC payroll standard requirements
- Report generator for flexible data analysis

### Innovative processing

- Online gross to net
- SSP, SAP, SPP and SMP processing and history
- Holiday accruals
- T&A build to gross import
- User defined payslips, including employee clocked times and holiday information when linked to the Time & Attendance module
- Laser printed payslips for direct mailing
- Pay information and payslip reprint via the Web Portal
- Unlimited pay elements and formulae to aid gross pay calculations
- Recovery of loans and court orders
- Protected earnings and prioritised deductions
- Class 1A NIC and Directors' NIC schemes
- Costing analysis
- Event management
- Net to gross calculations
- Holiday pay calculations
- Back pay calculations
- Retrospective NIC calculations



HM Revenue  
& Customs

Payroll Standard



## Human Resource Management - Payroll cont...

### Integration

- General Ledger Distribution
- Time & Attendance
- Personnel
- Shopfloor Data Collection
- Job costing
- Access Control
- Third party T & A systems
- Third party report writers
- Comprehensive import/export capabilities, including XML format
- ODBC compliant
- MS Office and MS Outlook
- SQL
- Web Portal

### Security

- User access controls and encryption
- Audit trails
- Minimum/maximum input controls for data entry
- User controlled automatic tax period/payslip date updating
- User defined menus

### Historical retention

Retain Payroll history for an unlimited period.  
All retained history may be viewed or reported directly in the system.

### User interface

- Wizards
- Online help
- Favourites

### Period/year end

- P35, P14/P60, P45 and P11D forms
- Electronic year-end submissions - internet
- Electronic in year submissions - internet
- Electronic P11D submissions - internet

