



## Payroll Feature Review

### General Features

- Unlimited
  - number of users
  - number of companies
  - number of employees
  - pension definitions
  - rates of pay, deductions and payments
  - period calculations
- Scalable functionality to accommodate just one to thousands of employees.
- Simple payroll code definitions can be defined and subsequently linked together to form complex calculations.
- Configurable payroll code characteristics allow for in-numerable combinations of payments types including expenses re- imbursements.
- "Date Effective" payroll codes with pro rata calculations based on start and/or leave dates.
- Indefinite history available for detailed transactions and/or summarised balances.
- Employee characteristics defaults to reduce data input requirements.
- Flexible Employee Pensions.
- Payslips can be printed in any user defined format, displayed on screen as a quick Advice or presented through a Self Service portal utilising Sharepoint technology.
- Run mixed weekly, fortnightly, lunar and monthly payrolls within the same company.
- User Defined access control module to restrict access to specific functional elements and/or elements of data.



### Payment Options

- Cash, Cheque, or BACS payments.
- User defined interfaces to 3rd Party BACS transmission products
- Global amendments to rates, deductions and tax codes.
- Pay grading/scales available as well as integration to Personnel module equivalent.
- Integration with the Personnel Absence & Holiday diaries to aid SSP payments.
- Attachment of Earnings feature automatically logs details such as an employee's Community Charge & maintenance payments
- Compliance with Court Orders for deductions at source of earnings.
- Automated Holiday Pay facility for hourly paid employees which pays in accordance with legislative (UK & European) requirements.
- Optional multiple bank accounts.
- Student Loans.

### Data Entry, Searching & Recording

- Batch Input – Standard and Quick Entry, also encompassing audited and validated 3rd party interface. Information coming from others systems can be integrated to allow the import of input from Spreadsheets etc.
- Employee search by any element of the Payroll/Personnel record.
- Instant access to all employee details including tax-codes, rate of pay and year-to-date accumulators
- Extensive “Audit Centre” which can be interrogated on-screen or reported upon.
- Complete messaging system shows each stage of calculation performed for each employee.
- Secondary balance sets can be created for returning employees allowing existing employee records to be re-instated upon re- employment.
- Ever increasing repertoire of reports with extensive selection and sorting options and the facility to amend pre-defined reports or create your own using Crystal.
- Optional calculation overrides for PAYE, NI and Pensions.
- Extensive General Ledger Interface allowing for required departmental/cost centre analysis. Entries validated dynamically as transactions are entered and postings completed as part of the period end process.



### Income Tax

- Income tax deduction calculations can be made according to cumulative or week one methods.
- P14 and P35 Year-end Internet submissions.
- P45s (parts 1 & 3) and P46s Internet submissions.
- Immediate advice and tax table updates available from our support WEB site. .

### Service

- Provides easy access to the information you require utilising convenient on-line help.
- Reactive support program which continually feeds new features derived from user requests.
- Additional sub-modules available for:
  - Occupational Sickness and Maternity
  - Sharepoint Web Parts for Self Service access to Payslips or entry of time sheets.
- Sharepoint Web Parts for remote user time sheet authorisation.

### Specialist Packages

- Specialist functions available for:
  - Teachers Pension reporting and electronic returns.
  - Hourly, Weekly and Monthly contract management and claims processing for various employment types such as Sessional Paid teachers/lecturers.

### For further information contact:

Jane Systems Ltd, Technium Digital, Swansea University, Singleton Park,  
Swansea SA2 8PP  
Telephone: +44 (0)1792 522255