



ePayroll is a web based payroll solution which fully automates and streamlines the payroll function of a business. The solution is comprehensive and will assure total compliance with all the payroll related legal obligations. It is simple to use and cost effective.

ePayroll can integrate with Employee Self Service and Web based leave management so that employees and managers can apply for leave and expense reimbursement, change personal details and view payslips on line.

FEATURES

The service is designed to provide a comprehensive solution for an SME aiming to streamline time and costs associated with managing the payroll. The key features include:

- All gross and net pay calculations.
- Calculations of annual, sick and long service leave accruals.
- Management reporting
 - Payroll transaction reports
 - Entitlement leave accruals such as annual sick and long service
 - Monthly superannuation disbursements
 - Monthly summaries
 - Employee payslips
- Integration with General Ledger reports.
- Payment summaries (group certificates).
- Electronic submissions of TFN's to the Australian Tax Office
- Compliant with superannuation and taxation obligations.

ADD ON SERVICES

We understand that as a SME you may not have the time or resources to optimise the management of your employees whilst keeping up to date with legislative rules and regulations. That's why we can offer you a suite of add on services that will ensure compliance while empowering your employee management.

- Electronic payment of employees
- Superannuation Calculation
- PAYG Calculation
- Payroll Tax Calculations and payment
- Web Based Leave Management
- Employee Self Service
- Tax File Number Fulfilment

The screenshot shows a web application interface with a navigation menu at the top: Home, Employees, Payroll, Employer, Requests, My Account. Below the menu, there are tabs for 'Current Payrolls' and 'Paid Payrolls'. Under 'Current Payrolls', there is a 'Payroll To Process' dropdown menu set to 'All Employees 30/09/2005 Open' and an 'Input Form' button. A table displays payroll data:

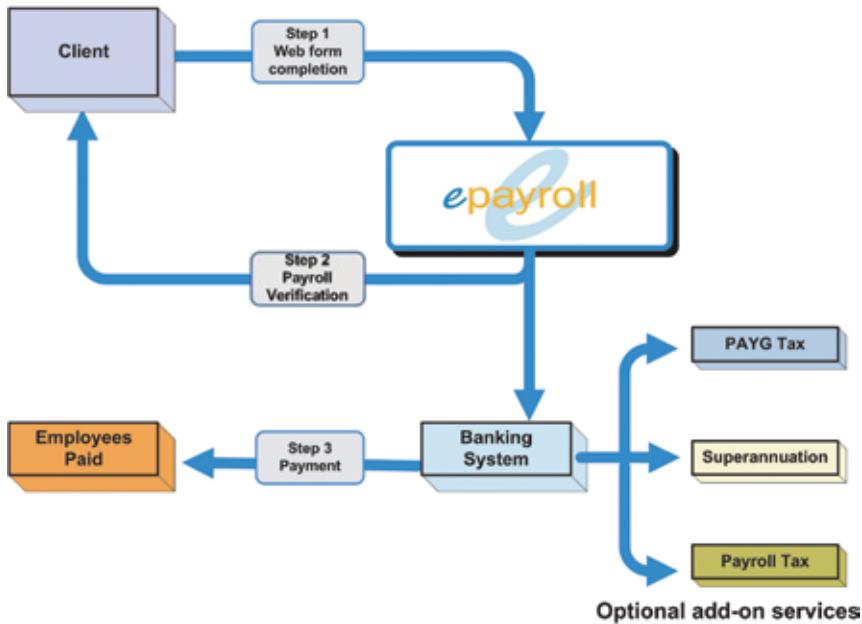
Title	Start Date	End Date	Release Date
All Employees	15/09/2005	28/09/2005	29/09/2005

Below the table, there are three steps: Step 1 (Update Employee Hours Worked), Step 2 (Check Verification Report), and Step 3 (Run Payroll Create Reports). At the bottom, there are buttons for 'Save Changes', 'Add Pay Form', 'Delete Pay Form', 'Upload Data', and 'View'. The bottom right corner shows 'Odtls OT150'.

HOW DOES THE PAYROLL SERVICE WORK?

Secure access is provided to a site where the entire payroll function can be managed. New employees can be included, current employees terminated and a payroll completed with reports emailed to pre configured recipients.

Payroll Process Workflow



STEP 1 – WEB FORM COMPLETION

The administrator logs onto the website and will enter any alterations to the employees default fields. The opportunity then exists to make any changes to hours or record leave usage.

STEP 2 – PAYROLL VERIFICATION

The system will generate management reports and e-mail them in a PDF format with password protection.

STEP 3 – PAYMENT

Payments can be made to employees using a ABA file.

BENEFITS OF USING A WEB BASED PAYROLL SOLUTION

- ❑ A secure payroll system through administrator based passwords.
- ❑ Complete system management including virus protection, fire wall and power surge protection.
- ❑ Super and tax payment obligations can be met on time and every time.
- ❑ Able to be accessed from anywhere in the world from any PC or hand held device anytime.
- ❑ Total control over your payroll system - who is paid and when they are paid.
- ❑ Enquiries from employees regarding annual leave balances are eliminated.
- ❑ Access to payroll helpdesk to assist in managing the payroll.
- ❑ No need for software maintenance and training costs.
- ❑ E-mail delivery of a wide range of management reports.

OTHER BUILT IN FEATURES

- There are a number of “smarts” built into the system such as validation of employees BSB’s and Tax File Numbers.
- The system is always compliant with the latest taxation and superannuation legislation.
- The system can fully integrate with time and attendance systems.
- The system is built to accommodate superannuation choice.
- The software is housed in a state of the art data centre with backups completed every day.
- The data centre has power surge protection and virus scanning is conducted continuously.