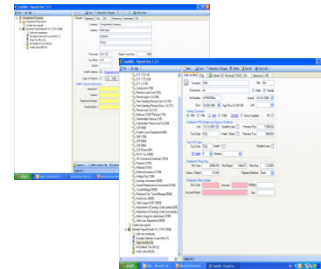


payroll one

Reduce Payroll Processing Time, Cost and Administration



Payroll One is a modern payroll solution designed for businesses of all sizes. It is simple to implement and easy-to-use, incorporating comprehensive payroll facilities.



Payroll One Overview

- Rapid installation and upgrades via internet
- Simple to learn and use
- HMRC accredited

Key Features

- e-Filing of statutory returns
- Option to email payslips
- Net to Gross payments
- Multi company
- Construction Industry Scheme payments
- Standard reports
- Import timesheet information
- Export data to spreadsheets

Standard Reports

- Statutory reports: P11/P35/P45/P60
- Payroll summary report listing payments and deductions
- Reconciliation reports
- Net pay report
- Department summary report
- Employee annual summary
- Annual hours worked by employee
- General ledger summary

Key Features

- No limit to the number of companies that can be managed
- An unlimited number of payrolls in each company
- An unlimited number of regular payments or deductions per employee
- Payments and Deductions can be lump-sum or hours/rate/pay
- Easily handles irregular and casual employees, and employees with multiple payment rates such as overtime
- Student Loans handled automatically
- Retention of Historic Data
- All information from old periods kept indefinitely
- Reports from old periods can be reprinted at any time
- All information from previous years kept indefinitely
- Reports from previous years can be reprinted at any time
- Operations can continue in new PAYE year before previous
- Easy and fully-audited adjustments where an employee has had the wrong NI table applied in a previous period
- Integrated backup and restore functionality
- Automatic local backup before each period-end procedure
- Absences and Statutory Payments
- Automatic calculation of Statutory Sick Pay (SSP)
- Automatic calculation of Statutory
- Maternity/Paternity/Adoption Pay (SMP/SPP/SAP)
- Statutory absence calendar for each employee
- Automatic calculation of SSP Recovery
- Automatic calculation of SMP/SPP/SAP recovery and small company compensation if necessary
- Recording of holiday and compassionate leave
- Automatic calculation of accrued holiday entitlement

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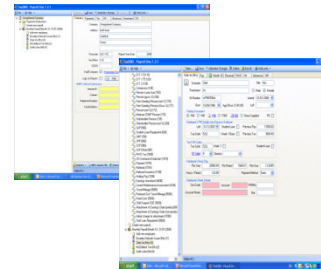
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Other Features

- Automatic calculation of net pay up to gross pay if required
- Automatic calculation of advance holiday weeks for weekly-paid employees
- Numerous pension deductions defined, including lump sum payment, percentages, COMP, and stakeholder
- Employee loan repayments from net pay, which stop automatically when the loan has been fully repaid
- Attachments of earnings, including protected net pay and carry-forward of arrears
- Earnings Arrestments and CMA orders, including protected net pay and carry-forward of arrears
- Option to automatically suppress tax refunds to employees who do not work every week.
- Built in backup and restore function
- Online help available for all functions
- Additional HR details stored against employees
- Facility to link external documents (eg Word, Excel) to employee records
- Link to Business Link tool for generating Written Statement of Employment
- External Interfaces
- HMRC generic file for inspector
- Live submission of Internet P14/P35 to HMRC at year end
- Net pay files for banking software
- Internet submission of starter and leaver details (P45 and P46) to HMRC
- Export of nominal ledger transactions
- XML Export of payroll data (suitable for Excel or Access)
- Import of this period's payments and deductions from Excel
- Option to email payslips to employees rather than printing them



CIS (Construction Industry Scheme) Extensions for Subcontractors

- Can be used by contractor paying subcontractors, or for subcontractors to operate their own payroll.
- Specify if subcontractor payments deducted at higher CIS rate or lower rate by default, or gross for no deduction
- One-off payments automatically attract CIS deduction at subcontractor rate
- Calculated CIS deduction can be manually adjusted as payment is entered
- CIS deduction reference from contractor may be entered, operator is warned if it is not supplied
- System shows CIS deduction as an employer rebate, and automatically makes appropriate nominal ledger entries if premium licence has been purchased
- CIS deduction column shown on employee summary report and P11 (Tax)
- P32 (Payment summary report) includes CIS deduction column, and automatically adds/subtracts CIS deduction from liability to HMRC
- P35 (End of year summary report) includes CIS total for the year, and adds/subtracts it from total liability to HMRC
- Internet submissions are automatically adjusted to reflect CIS deductions
- CIS300 report shows CIS deductions for the month
- Internet submission of CIS300
- Internet request of subcontractor verification number

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We endeavour to ensure that the information in this document is correct and fairly stated, but does not accept liability for any errors or omissions. We reserves the right to alter any details in this document without prior notification.