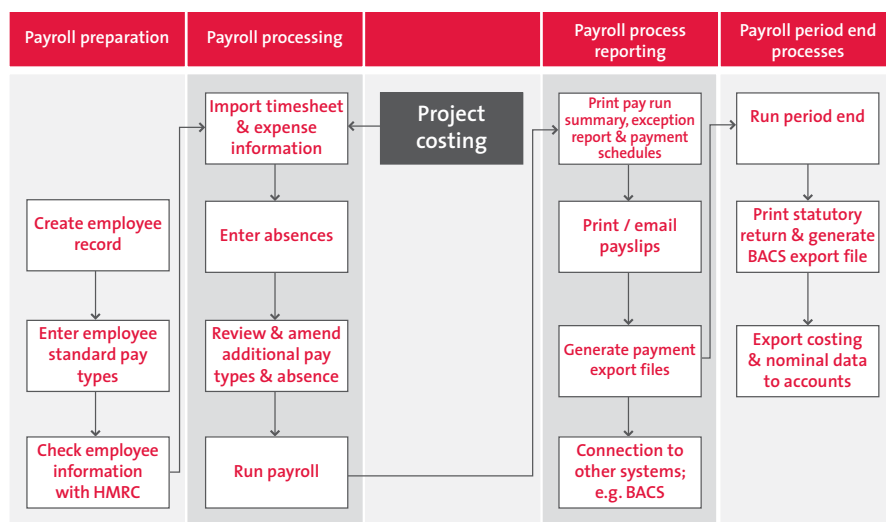


Integration with timesheets, expenses and third-party applications such as key card entry systems bring timely, accurate data into one place for prompt processing. Fully HMRC-approved, your payroll can handle any combination of pay types and deductions. Cut paper wastage and reduce bottlenecks with e-payslips. Detailed personnel information is enhanced with a series of easy-to-use tools which enable your HR department to manage everything from recruitment to absence tracking, analysis and appraisals.



Payroll processing

Simplify your payroll processing

Your system is designed to give you more time for value-adding activities, away from routine payroll administration. As you'd expect, all your statutory requirements are covered while everything from Directors' Pay & NI to Student Loan calculations are dealt with automatically.

Flexible paytypes

Handle multiple payroll types and frequencies with ease. A large number of the most commonly used paytypes and deductions are included, and additions easily created. Multiple payments and allowances such as bonuses can be easily accounted for, and expressed as a weekly or monthly value. Salary increases and deductions are calculated automatically and you

can preview the effect any calculation has on net pay at any time. Non-payable paytypes such as holiday can be linked to any deductions, quickly showing you the outstanding value of deductions against time accrued.

Deductions

Multiple deductions such as season ticket loans can be activated for specific periods, shut down when the balance is paid and reactivated with minimal effort. Payments such as benefits in kind (e.g. gift vouchers) can be applied company-wide.

Pensions can be entered as a fixed sum or as a percentage of salary, and Additional Voluntary Contributions made at any time. COMP and COSR pensions can also be specified and PAYE, NIC and SSP tables are formatted in line with HMRC conventions.

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A monthly report shows all payments due for PAYE and National Insurance so you never fall behind on your commitments.

P11D processing

The system handles all the calculations and reports connected with taxable benefits. P11D submissions can be made using traditional printed reports or via the internet for flexibility.

Electronic submission

A wide range of electronic forms make it straightforward to meet Inland Revenue guidelines on electronic submission and qualify for cash incentives where applicable. Items you can send include P11D, P14, P35, P45 (1&3) and P46 (car).

E-payslips

Detailed payment breakdowns can be delivered to the desktop of every member of staff, cutting your paper usage and reducing bottlenecks in your accounts department. Powerful process automation ensures that a PDF payslip is delivered on-time, every time, to your schedule, eliminating the need to physically deliver paper documents around your business. Every payslip is fully password-protected to allay any fears regarding confidentiality and a full historical backlog can be printed out by the individual member of staff to fulfil their own administrative requirements.

Construction Industry Scheme (CIS)

We simplify the process of handling sub-contractor payments, utilising powerful automation to reduce manual administration. Pay calculations, Year End returns and voucher production are carried out automatically and CIS300 reports can be submitted online for speed and efficiency.

Fully-integrated solution

Easy import of pay details

Integration with timesheets and expenses, projects and third-party applications such as key card entry systems means payroll data is processed without any duplication of

effort, saving time and reducing errors. The ease with which data is collected and uploaded into your payroll system makes our solution an ideal choice for payroll bureaux needing to process multiple data files in a very short space of time.

Complex shift patterns made easy

Integration with third party clocking systems (such as swipe cards) enables you to manage complex shift and overtime patterns such as those used in hospitals and factory environments.

Update to nominal ledger

Weekly and monthly payroll information can be updated to the nominal ledger in full detail or at summary level. Analysis can include divisions, departments and individual staff if required with a full breakdown of pay types and deductions - whatever's necessary.

Accreditation & legislation

HMRC-accredited

We automatically release updated versions of payroll to meet all legislative changes. Each new release is re-tested against the highest level of accreditation made available by HMRC.

We work closely with payroll advisory bodies to ensure you are always fully prepared for any changes that will take place. All upgrades are available to you at no extra cost, within the terms of an affordable annual license.

Electronic submission

Electronic forms make it easy to submit to HMRC and qualify for cash incentives. Online notices keep you up-to-date.

Speed & security

Performance

Microsoft SQL Server technology ensures fast processing, whether you have ten employees or 10,000. Run your payroll, period and year end processes in minutes.

Controlled access to information

Security can be granted at different levels relevant to the person and their role, protecting your sensitive data

against theft and ensuring staff have the information required to work effectively.

Protection from risk

Your system has integral database security to protect it from external threats such as hackers and viruses. Integral data file backup and restore will also ensure that all your transactions and personnel information remains intact in the unlikely event of flood or fire.

Reporting & analysis

Payroll reporting

A comprehensive range of standard reports provide all the tools needed to manage your business and the people in it. Monthly reports, statutory declarations and Year End requirements are available with output to print, screen, spreadsheet or fax.

Exception reports help you validate your payroll before it's finalised, saving valuable time. The system retains full details of all payments made, enabling the preparation of comprehensive management reports.

Workforce analysis

Build up a detailed profile of your workforce and use the information to boost productivity and establish your position as an outstanding employer. Monitor absence, average length of service and leavers. View gender and ethnic representation by department, office or company and use this information to drive future policy. All information is presented in an easy-to-view format, whether in a Crystal report for the purposes of your board pack or via a constantly refreshed graphical view within your dashboard.

Employee records

Record creation

The system provides a user-friendly wizard to speed the entry of new employee records. Every individual has their own tab-card style record covering employment history, qualifications, photograph, holiday tracking and individual pay components, which is easily navigated for instant retrieval of information.

At-a-glance information

Each employee record is a comprehensive store of information, centralised in a simple window that's quick to view and update. This one place provides summaries of key information such as absence, appraisals and holidays, which can be drilled-down to access any number of attached documents, forms and graphics.

Self-service

Disperse administrative duties by enabling your staff to take a proactive role in the management of their own information.

A web-browser provides straightforward access to any number of pre-defined forms which are set up to capture data such as car details, holiday requests and contact information. Details can be easily changed and for total peace of mind, forwarded to your HR department for quick and easy authorisation before updating the employee's contact record.

Flexible form design

Every business has its own methods for collecting personnel-related data from its employees, and the type of information varies hugely from one business to another. Now you can design and distribute any form you need and distribute it electronically to your employees, reducing the need for paper-based administration and increasing efficiency.

Grievance forms, disciplinary action, risk assessment and pool car requests are just some of the examples of forms you can create. A flexible wizard makes set-up quick and easy and provides a host of tabs, drop-down menus and notes fields to capture the exact information you want. You plan exactly how the process will work, then put your routes and authorisation rules into action using automation technology.

Everything from requests for leave to grievance escalation can be handled, providing a secure, seamless way to establish best practice across the business.

Correspondence

Issue standard documents on time, every time. Everything from induction checklists to offer letters, confirmation of dismissal and warnings can be held as a template within the system, enabling you to merge employee records and print or email key documents. You can also set reminders that automatically synchronise with your Outlook calendar. From appraisal follow-ups to company-wide updates, you'll never miss an essential date.

Recruitment

Creating vacancy records

Track the complete recruitment process, from vacancy creation through to application management, letter of offer and the actual hire.

Whether you've one vacancy to manage or a hundred, creating new records is quick and easy. A comprehensive list of fields covers everything you need to advertise the position effectively, from department, location, application, closing date and salary. Once records are created, you can easily see all current vacancies at a glance and filter by any combination of your choice.

Monitoring applications

Powerful searching helps you sift through large volumes of applications with ease.

Filter by applicants' location, salary requirement and any other information that helps determine your shortlist. Records collect key data such as contact details, email addresses, marital status, ethnic origin and photograph so it's easy to get in touch and make the relevant follow-ups. All information is stored on a separate record card which can then be linked to the vacancy record so the applicant's record remains intact.

All applications can be viewed by source, enabling you to track the success of your internal advertising efforts (such as your website) and also monitor ROI on external spend such as recruitment agencies and press advertising. Any costs associated with the vacancy, for example, the design of

an advert, can be viewed directly from the record. Companies that set up vacancies on a project basis can link through to the project costing module if required. Reports show you the total applications for each role, the number pending, and those rejected.

Absence

Plan visually

A single planner provides maximum visibility of resources while unauthorised absence has nowhere to hide. Colour-coded blocks show all approved and pending submissions for any form of absence that you require, from compassionate and parental leave to holiday and dentist appointments.

Monitor absence patterns

Absence reporting can include the Bradford Factor, a device that measures absenteeism and its effect on overall productivity. Detailed analysis helps you monitor absence patterns and identify individuals whose attendance requires investigation.

Appraisals

Configurable format

The system reduces the administrative burden of performance assessments so that staff can focus on reaching their objectives. A wizard makes it easy to create the specific forms that you need, incorporating the questions that best suit the individual or department. KPI measurements, task notes and next action flags can all be included to facilitate consistent and regular evaluation standards.

Electronic documents (such as emails and Word documents) can be attached to each appraisal record, ensuring that sensitive information is kept both secure and is easily retrieved for future reference.

Follow-up all actions

A calendar is included for scheduling future activity and targets can be easily reviewed by subjecting appraisals to a workflow procedure encompassing, for example, the employee, their line manager and your HR team.

Reports give you visibility of appraisals that are either pending or incomplete so nothing gets overlooked.

Who we are

Coventry based Elite Business Services is a leading provider of accounting and business software solutions for companies throughout the Midlands and beyond. We are dedicated to bringing companies the solutions they truly need.

Founded in 1996 Elite has helped over 400 businesses make the most of the technology available to them, providing them with tailored solutions that support their businesses today and into the future. Our customers have found that they can cut costs, save time and improve profitability through our intelligent application of technology to their business.

Elite is dedicated to providing a supportive environment for all customers from initial consultancy through implementation and on-going training and support. Our commitment to quality is reflected in our accreditation for the Business Links National Consultants Register. As an investor in people we ensure that all of our team members are trained, ready and happy to provide our customers with a first class service at all times.

Elite is an Authorised Dealership for Access Accounts, we specialise in the implementation, training and customisation of their award winning Access Dimensions product.



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