Payroll Management Australia

EMPLOYEES ARE PAID ACCURATELY, ON TIME AND IN ACCORDANCE WITH LEGISLATION

This **PAY²¹ - Payroll Management** module will achieve the complex requirements of pay production whilst adapting to the ever-changing demands of employment.

The flexible payroll management module features comprehensive payroll rules that meet the legislative compliance, stringent payroll requirements and comprehensive auditing and security functionalities.

All of this is backed up by regular software enhancements, full documentation and dedicated support from Frontier Software.

All payroll parameters can be user defined according to business and statutory requirements.

Features include:

- Date based rates / grades
- Unlimited number of allowances / benefits
- Unlimited number of deductions
- Tax calculations
- Unlimited pay history
- Standard employee details - name, address, contacts, etc.
- Pay location - i.e. office or department
- Company policy regarding paid and unpaid absence, bonuses, etc.
- Costing and cost splitting

Taxation

Taxation logic is provided to ensure that you always meet legislative requirements. These are automatically updated by Frontier Software under the annual maintenance agreement whenever tax rules change.

Back pay / retrospectivity

The HR or Payroll department may not be notified of any salary / allowance / benefit increase or decrease in time for the next pay run. With the payroll management module this is not an issue, simply enter the date along with the amount and it calculates retrospective changes to salaries / wages / allowances automatically, while maintaining the original cost coding and full adjustment history.

On demand pay re-calculation

Make last minute changes without re-running the entire payroll. You can re-calculate an individual's pay and then continue with processing payroll reports, making it ideal for immediate and online checking.

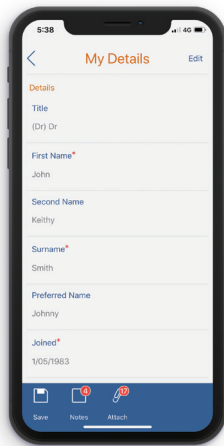Sample online payslip.

Supplementary pay

Choices exist when making payments to employees outside a scheduled pay run:

- Process the employee in a separate pay / bonus run
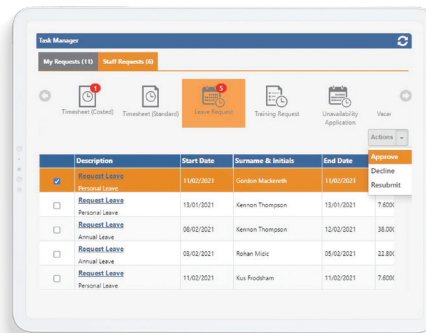- Make the payment off-line and record any payments made

Either way, the payroll process updates year to date totals, creates accounting entries and provides reconciliation reports.

Long Service Leave

Long Service Leave is governed by State and Territory laws and is a period of paid leave for employees who have been working for the same business for a long period of time, usually 10 years or more. Entitlement and accrual rules are maintained within the database.

Use the **MHR²¹ - Mobile HR** module to enter leave details.

Leave entered within Self Service will be approved by a manager.

Annual leave loading

Most employees are entitled to paid holiday leave and may also receive a payment of annual leave loading, e.g. 17.5%. **PAY²¹ - Payroll Management** calculates this loading within the pay process.

Hours worked

A number of options exist to collect hours worked, normal and overtime. Interfaces from time clocks, biometrics, etc. can be created. Data can be entered directly to the database, via use of our **MHR²¹ - Mobile HR** module or uploaded from a Microsoft Excel™ spreadsheet.

Overtime

Overtime payments are facilitated in a number of ways:

- Any number of user-definable time factors can be selected – e.g. normal time, time and a half, double time, triple time, etc.
- Cost centre allocations allow different cost centres to be entered against hours worked
- Back pay calculations can be made based on historical data
- Accounting data is generated automatically
- Reports created by the Report Designer provide management information such as 'overtime by department'

Award and pay rates

Pay rates are user-defined and any number can be accommodated, while maintaining a complete history:

- Unlimited wage rate history
- Global updates of wage rates
- Award rates / grades
- Incremental reporting
- Enter any one of: annual, monthly, fortnightly, weekly or hourly rates

Net to gross

The payroll module applies statutory taxation rules in order to gross up the value of a net payment, if required.
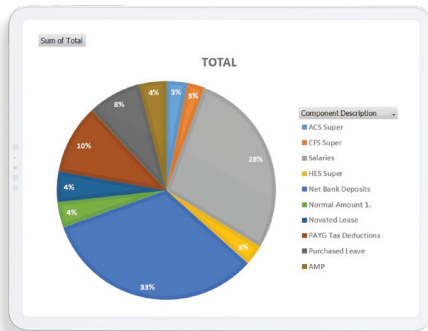
Superannuation

Define and process any number of superannuation schemes:

- Calculation of employee and employer contributions
- Year to date and fund to date totals
- Specific amounts and/or percentage values
- Electronic interfaces to scheme providers
- SuperStream obligations

Pay adjustments

A simple method for making one-off payments or deductions is provided – in addition to base pay, overtime and allowances. When retrospective changes to salary or allowances are entered, adjustments are automatically created. Additionally, one-off or bulk adjustments can be made as required. You can even import spreadsheet data into the database without re-keying data, e.g. performance bonuses by using the Smart Import / Export tool.

Advance payment

For advance pays, standard taxation logic is used to calculate and deduct tax. Deductions and allowances can be calculated in full or pro-rata.

A 'press button' payrun

This feature saves you the time and effort of entering timecards for ordinary hours if your employees are 'auto-paid' i.e. receive the same salary each pay period. Just press the calculate button and the pay calculation is complete.

Pay disbursement

Net pay can be disbursed via EFT (Electronic Funds Transfer) or payments can be made by cheque or cash. The bank file generated by the EFT process meets the requirements of the chosen banks within each country of operation.

Payment summaries

PAY²¹ - Payroll Management provides a simple and quick way to give employees a Pay As You Go (PAYG) summary. This summary covers reportable fringe benefits, reportable employer superannuation contributions, and various payments for which tax has been withheld. Printed and electronic versions are provided.

Pay history and year to date

Any query relating to payroll data can be met with immediate access to current and historical data.

- Unlimited online pay history
- Details for every pay run for each employee are available and can be archived as required
- Year to date totals are maintained for all payroll components
- Accumulations for every pay component are maintained (last pay, month to date, year to date, alternate year to date)
- Detailed costings for every payment / deduction / on-cost are created

Frontier software

Human Capital Management & Payroll Software/Services

PAY²¹ - Payroll Management / Australia

View your payments graphically easily.

Extracting data by using the Report Designer is a very simple process.

Use the **MHR²¹ - Mobile HR** module to view your payroll history.

Company on-costs

PAY²¹ - Payroll Management computes worker compensation, payroll tax and superannuation on-costs according to legislative rules.

Workers compensation is administered by State, Territory and Commonwealth legislation and it is compulsory for the employer to take out workers' compensation insurance to cover all employees.

Payroll Tax is a State and Territory tax assessed on wages paid by an employer and the payroll tax rate and thresholds vary. **PAY²¹ - Payroll Management** enables these calculations to be made, easily and quickly, as well as dealing with Superannuation, whereby funds can be set aside during a working life for use as a retirement income.

Rostered days off

Under some awards and agreements, an employee is able to take a paid day off for working extra hours per day or shift over a roster cycle. **PAY²¹ - Payroll Management** holds your company rules for calculating rostered days off.

Accreditations

Frontier Software invests heavily to ensure that our payroll software passes required Government and/or organisation testing. A payroll accreditation scheme occurs in several countries and we are proud to state these tests form a very important part of our software development process.

Payroll auditing and reconciliation

The many reports within the payroll management module provide auditors with confidence that entries are valid and made by the appropriate person who has access to perform that task. The audit records maintained include before and after information, the user who made the change, the interface accessed and the date and time stamp. All this data is available to be viewed by designated users on demand. Reconciliation is an important task within the payroll process and the standard reports provide sufficient information to ensure data can be readily audited and checked.

Finance systems

In consultation with our users, a number of interfaces have been created to meet the requirements of specific ERP, Finance and Costing systems. These can be made available depending upon a number of factors. Frontier Software will be pleased to discuss your interface requirements, e.g. finance, competitor HR database, pension provider etc.

Attendance & rostering interfaces

Companies utilise attendance methods or systems to capture attendance data e.g. time clocks, door access systems, self service software, ERP systems, smartphones or tablet devices. Frontier Software has created functionality for this data to be interfaced directly into the database for payroll processing or the time data can be interpreted to generate the appropriate payment information.

Payroll reporting

Reports may be produced in printed or electronic format. A wide variety of standard reports are available to satisfy the diverse needs of business managers - payroll, finance, statutory, auditors and external agencies, and include:

- Pay details (gross to net)
- Overtime analysis
- General ledger
- Accounting analysis
- Deduction analysis
- Taxation
- Sickness payments
- Superannuation fund / insurance schedules
- Year end reconciliation
- Costing
- Payslips
- Statutory payments
- EFT (Electronic Funds Transfer)
- Year end payment summaries

Most payroll reports have provision to output the data into Microsoft Excel™ templates making life much easier for the finance department.

Other payroll functions:

- Loans and repayments
- Reducing loan balances
- Child support payments
- Payslips printed or emailed

Cloud Computing
In-House or Hosted

WE HAVE A PROVEN, ACCREDITED AND RELIABLE SOLUTION

Private Cloud | Public Cloud | In-House Solution
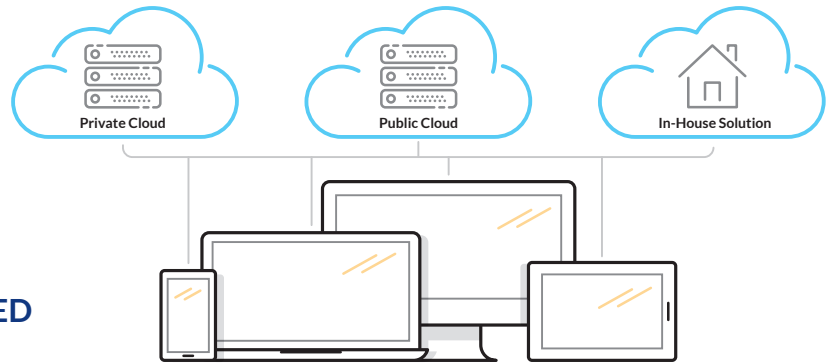
Payroll Services

As one of our fastest growing specialist areas, we offer services ranging from traditional 'process and deliver' type bureau arrangements to outsourced and fully-managed service contracts.

Your business will enjoy all the accessibility, flexibility and control of processing payroll in-house - without having to allocate your staff, equipment, time and resources to manage it.

Frontier Software Payroll Services now has over 500 clients, ranging from smaller organisations to those with 70,000+ employees. Regardless of the industry you are in, or size of your organisation, we have a payroll solution.

Working with us will make a difference because we:

- Will meet your strategic vision
- Offer improved management reporting
- Have clear project management delivery terms
- Will save you the worry of finding new payroll staff
- Provide ongoing software enhancements
- Offer a proven payroll solution
- Guarantee statutory enhancements at no extra cost
- Take care of the entire lifecycle of a payroll process

BPO – Business Process Outsourcing

Frontier Software offers a complete range of services to meet your company BPO objectives. These can range from becoming your payroll department to hiring your payroll staff. Whatever your requirements, we have a solution and are here to help you.

Self Service

This self service facility enables staff to access payroll information directly from their desktop, smartphone or tablet. This access is subject to security and the payroll service terms and conditions.

Leave applications, hours worked and overtime can be entered and approved by the manager. Employees can enquire about current and historical payslips, pay history and salary information.

Statutory updates

A mandatory clause within our service agreements is that statutory updates will be provided. Frontier Software continues to perform this task to ensure our software always complies with country legislation.

Payslips

Within our product portfolio, many options exist for the production of payslips: security payslips, A4 laser printed, Adobe™ generated PDF payslips or displayed from within our Self Service module are some of the many options that you can choose.

Online access

Wherever you are within your company network and no matter how many users require access, subject to security, our databases are accessible online. The Internet can also extend the reach of your organisation.

Payroll in different countries

Frontier Software delivers a payroll module specifically written for different countries and we provide a payroll service utilising our own software from our worldwide offices. The design of our software and service means that you can have a single, integrated, global Human Capital and payroll database, if required.

Support

Depending upon service agreements, we have a support solution to benefit your organisation. The range of services extends from software hotline support to becoming an integral part of your Payroll department. Organisations depend upon us to provide a first class support service.

To find out how you can access the rich functionality of **PAY²¹ - Payroll Management**, contact Frontier Software.

www.frontiersoftware.com

Frontier software

Human Capital Management
& Payroll Software/Services