

# Service Description

## Payroll

### 1. OVERVIEW

- 1.1 “Payroll” is a fully compliant and HMRC-recognised secure payroll solution managed within the Microsoft Azure cloud. The software is fully configurable, allowing complex pay calculations to be supported; offers a real-time payroll calculation and offers a rich depth of functionality providing performance and scalability.

### 2. SOFTWARE MODULES

- 2.1 The following are key features of the Payroll product:

#### 2.1.1 Functionality

##### **Compliance**

- HMRC recognised software
- Full data validation as per RTI requirements
- All employee changes fully audited
- User profiles restricting access to specific functions

##### **Processing**

- Instant pay calculation – automatically calculated as data is entered or uploaded
- Highly configurable pay element calculations
- User-definable cautions
- Fully configurable costing and General Ledger file for financials
- Pro-rata pay calculations
- Ad hoc and templated timesheet and employee data imports
- Pay on Demand – API based integration with Wagestream
- Holiday pay averaging
- Pension auto-enrolment forms part of the payroll process
- Calculates and processes back pay
- Occupational sick pay schemes and processing
- Grossing up function

##### **Integrations**

- HR Integration – standard API based integration with OneAdvanced’s HR solution, automatically sending employee, salary and pay elements, sick pay and work pattern details into Payroll for processing
- Pay on Demand – API based integration with Wagestream enabling employees to draw down on earned wages
- MyWorkplace – access Payslips, P60s and P11Ds through MyWorkPlace alongside HR and Performance & Talent functions such as requesting leave or providing feedback

## Reporting

- User-definable reports and custom calculations
- Gender Pay Gap reporting
- Executive Pay Gap reporting
- Pay variance analysis
- P11D management

### 2.1.2 Parameters

Subscription model based on number of live employees processed.

### 2.1.3 Excluded / Out of Scope

Integrations with third party solutions are not supported directly, unless specified in section 2.1.1.

## 3. OPTIONAL MODULES

3.1 The Customer may purchase the following optional modules for additional fees.

3.1.1 Pay on Demand (Wagestream)

## 4. THIRD PARTY SOFTWARE

4.1 Applicable terms and conditions for Third-Party Products relating to a Software or Service are located [here](#).

## 5. PRE-REQUISITES

5.1 The following web browsers are supported. Recommendation – use the latest browser version available:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Apple Safari

## 6. SERVICE PLATFORM

6.1 Hosted solutions or software-as-a-service solutions are provided in accordance with the [Service Platform Overview](#).

## 7. SECURITY

7.1 Hosted solutions or software-as-a-service solutions are provided in accordance with the relevant technical and organisational [Security Measures](#).