

## axis diplomat

### Payroll

**axis diplomat** Payroll is a comprehensive, highly versatile package that fully automates the payroll function of your company, relieving your payroll staff of many hours of complex calculations and paperwork.



#### The Payroll Function

The package caters for any number of payrolls, with up to 5000 employees on each. It allows for Weekly, Fortnightly, Four Weekly and Monthly payments and for salaried or hourly paid employees as well as for piece rates and casual labour. A total of 1000 different types of payment and deductions may be specified, including standard PAYE, NIC, SSP, SMP and Pension Scheme calculations.

The principle design criteria applied to **axis diplomat** Payroll is one of ease of operation. The whole system guides the operator quickly and efficiently through all functions.

For users of **axis diplomat** Accounts, a Payroll/Nominal Link is available which will allow journals to be created from within the Payroll package.

#### Payment Methods

Employees can be paid by Cash, Cheque, Credit Transfer or by a variety of electronic payment methods.

An additional module is available which allows the **axis diplomat** Payroll package to interface to the online banking solutions from the major high street banks.

For users of **axis diplomat** Accounts, this Electronic Payments module will also provide the facility to pay suppliers electronically. For further details, please refer to the **axis diplomat** Electronic Payments fact sheet.

There are also a number of different supported cheque formats, as well as a variety of credit transfer formats. **axis diplomat** Payroll offers the choice of a number of formats of Pay Advice (Pay Slip) depending on the method of payments and giving the employee a full breakdown of all necessary information. A coinage analysis is also available if required.

In line with year-end requirements, the system provides full P14/60 and P35 documentation and also supports end of year returns online via the internet.

#### Statutory Sick Pay, Statutory Maternity Pay

**axis diplomat** Payroll includes a fully automated Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay function. This consists of an absence calendar for each employee with payment adjustments being automatically calculated by the system.

## Personnel Details

The Payroll records additional personal information which although not a statutory requirement, is helpful to management, providing them with easy access to contact and attendance details. The system provides an attendance calendar for each employee so that it is possible to see an employee's absences for holiday and sickness at a glance.

## Director's National Insurance

This standard facility enables National Insurance Contributions for directors to be calculated on an Annual Earnings Period in each payroll run. This facility is used when directors with irregular salaries are included on the payroll. The Annual Earnings Period was introduced for Directors to prevent abuse of the National Insurance system.

By calculating National Insurance over an annual period, even if a Director takes most of the years salary in one pay period, National Insurance contributions will still be calculated correctly for the year.

## Payroll Archiving

Employees 'pay advice' details are stored on a period-by-period basis. These can then be accessed using a number of 'Year to Date' and 'Previous Year' archive reports.

## Security

Payroll information is, by its very nature, sensitive and, as with other **axis diplomat** packages, access can be restricted on a function-by-function basis. You have the ability to set up a number of valid users, optionally with passwords, and only those operators are allowed access to your system.

## Updates for Rate Changes

National Insurance, PAYE, SSP and SMP rates change from time to time and it is important that your payroll system can account for this. **Axisfirst** provide a Payroll Update Service, supplying relevant amendments made necessary by changes in government legislation, this ensures your **axis diplomat** Payroll is never out of date. These updates are sent automatically to all Payroll users who subscribe to the Payroll Update service.

Whenever there is a change in legislation, updates are sent out well in advance to ensure that Payroll runs are never delayed.

Whether your company has 10 employees or 1000, the comprehensive level of automated control that **axis diplomat** Payroll offers does away with many hours of laborious paperwork, at the same time it provides management with a range of analysis and report facilities that can only add to the efficiency and profitability of your business.

## Further Information

For further details please call one of our sale team on **0800 668 1934** or by visiting our website [www.axissoftware.co.uk](http://www.axissoftware.co.uk)