



AGRESSO
Payroll

You need an **advantage**
You need **AGRESSO**



Payroll

Choose AGRESSO for an all-embracing, flexible solution for this vital human resource function

Get critical payroll activities right first time with the AGRESSO solution, an important aim for all organisations, given that payment to reward effort and results is one of the most important aspects of business. Make payments on time, from accurate, thoroughly checked data, meeting all requisite legal, taxation and sector-specific requirements.

Key areas of functionality:

- ▶ User-definable structure supporting complex payroll structures
- ▶ Fixed and variable payment and deductions
- ▶ Pay simulation
- ▶ Flexible employee register with unlimited employee numbers
- ▶ Position administration
- ▶ Flexible set-up for posting of costs
- ▶ Document archiving of picture objects and text documents
- ▶ Integration with other AGRESSO modules
- ▶ Comprehensive authorisation and security controls

What it will do for your business:

- ▶ **Significant time and cost savings** through improved administrative processes, automation and ease of use
- ▶ **Improve speed of reaction to comply with sector-specific changing requirements** through flexible, adaptable, wide-ranging and fully integrated functionality
- ▶ **Improve breadth of service** with multi-functional data serving the needs of all involved: employee, legislative, taxation and management while reducing error rates
- ▶ **Reduce duplication of effort across country borders** as the one basic system can be used in a range of countries, meeting multi-sector, multi-functional requirements



Why AGRESSO?

The AGRESSO Payroll solution provides all you need. A genuinely integrated module within AGRESSO Business World (ABW), it has been developed utilising the same technology, using common tables and screens and behaves in the same way as the other modules. What is more, it has been a part of the AGRESSO suite for many years, being a solution with outstanding flexibility. In addition, the integration with other modules opens up a realm of further possibilities for saving time and reducing errors.

AGRESSO Business World

AGRESSO Business World (ABW) is a world-class integrated information system enabling users in both the commercial and public sectors to take full advantage of the new technologies available and become highly competitive digital operations, ready to face the future. Developed in order to increase the competitive edge of Agresso customers in their respective markets it builds on the Agresso strategy of delivering systems aimed at organisations experiencing change and growth.

The key benefits of ABW arise from its functionality and flexibility. Not only does it help control activities through the areas of financial and operational management, but with the HR and payroll functions equally weighted and seamlessly integrated, it covers a far broader scope than competitive offerings in the market today.

The wealth of functionality provided cuts down administrative effort and maximises the potential of your resources while minimising running costs.

“ Within the first month of AGRESSO Payroll the team was almost self sufficient in terms of payroll processing with minimal help from IT. Not having to reformat and reload data will be a major time saving benefit and will enable automatic posting to our General Ledger and improve reporting. ”

Rachel Crunkhorn, IT Manager and system accountant, **DAVY's**.



AGRESSO Web Services is another building block of ABW, which gives employees the opportunity to plug into the AGRESSO system via the Internet or a mobile device, with all the time, efficiency and flexibility benefits this affords. Particularly relevant from a payroll perspective are, currently, self service functions such as absence recording linked to payroll, timesheet entry linked to payroll, changing bank details online and a pay statement enquiry.



AGRESSO Business World

The backbone element of AGRESSO Business World is AGRESSO Office, a comprehensive software tool for administrative management, control and reporting. AGRESSO Office comprises a series of closely integrated and comprehensive modules - Human Resources, Financials, Logistics, Project and Business Analysis and Reporting. Together they include vast amounts of critical information about both your business and that of your customers - a vital business tool.

AGRESSO Office offers a complete range of functions. It is possible to register, collect and distribute this information in a simple yet effective manner and readily presented for use with real time, up-to-date access 24 hours a day.

Payroll is one of a series of functionally rich Human Resource applications including:

Human Resources

Providing general resource administration, recruitment and personnel reporting

Competence

Providing a skills matrix as the basis of resource allocation and staff development

Training Administration

To identify training needs and manage the administration of training to raise organisational skill levels

Resource Planning

Providing the ability to identify resource shortfalls and excesses, ensuring optimum resource allocation and a reduction in the hidden costs associated with Human Resources

Absence

For the processing and analysis of employee absences

Expense Ledger

For employees to claim for travel allowances and other recoverable expenses

Full details are available in a separate Human Resources brochure.

AGRESSO Payroll

AGRESSO payroll is an effective and flexible system for employee payment, follow-up and reporting. It makes use of AGRESSO`s relational structure with full scope for customisation to suit the requirements of your organisation and legislative authorities. When combined with AGRESSO Human Resources (HR) both payroll and personnel departments will be operating with the same up-to-date information.

The Payroll module is used for the definition of employee payments and deductions, pay rates and allowances, and for the calculation of gross and gross to net pay. Payroll also offers excellent control over the whole payroll process to ensure accuracy and timely payment. In addition it supports organisations with large and complex payrolls where an individual's pay may be derived from a complex series of additions and deductions.

Currently Agresso supports full payroll processing in a number of countries, although it may be used as a "gross pay calculator" where the gross to net calculations are not supported in a particular country. Full details of countries supported are available on the Agresso website (www.agresso.com).



AGRESSO Pay slip - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Home Business Services **Self Service** Information Services Office Services Administration

Time & Expenses Absence Competence Courses Personal

Pay slip Logout

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Wanda Weir

Authorisation

Resource ID	87010101	Supplier ID	87010101
Resource type	Employee (E)	NI Number	12066600000
Date from	01/01/1996	Date to	31/12/2099
Bank account		Postal account	
Other account		Municipal	
Tax number		Tax percent	0.00
Tax reduction	0.00		

Aggregated payment and deductions / Pay period

Description	Number or base	Amount
Tax Base	1,200.00	1,200.00
NIC Base	1,200.00	1,200.00
Net Pay	0.00	-910.00

Aggregated payment and deductions / Year to date


Description	Number/base year-to-date	Amount year-to-date
Tax Base	2,400.00	2,400.00
NIC Base	2,400.00	2,400.00
Net Pay	0.00	-1,820.00

Details / Pay period

Description	Position	Number or base	Amount
Monthly Salary		0.00	1,200.00
Monthly Salary		0.00	-96.00

Details / Year to date

Description	Position	Number/base year-to-date	Amount year-to-date
Monthly Salary		0.00	2,400.00
Monthly Salary		0.00	-192.00

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Internet



Employee Information

A common employee master file record is maintained across all AGRASSO modules, allowing you to hold the mass of information required to define a complete employee record.

- The storing of scanned images and links to other documents. Linked documents may include photographs, copies of contracts, correspondence, tax forms and timesheets
- Flexible resource master file holding the basic personnel data plus unlimited, user-definable analytical fields. Analytical fields are invaluable for grouping employees and ensuring that all relevant payroll information is captured
- Rates of pay/deductions can be defined for these groupings to support mass update of payroll rates and similar information
- All analytical fields are available for standard and user-definable enquiries
- Multiple addresses per employee (e.g permanent, temporary)
- Employee data is shared with that in HR, Time/Project, Resource Planning and Expense Ledger, thus ensuring consistency and accuracy across the organisation



Payments and Deductions

The elements that contribute to salary or are deducted from it are called payment and deduction codes (P&D). Examples include basic pay, overtime at time and a half, overtime at double time, commission, holiday pay, tax, social security, union fees, pension contribution and employers pension contribution. Many of the features listed underline the complete flexibility of the AGRASSO structure and its ability to support complex or unusual pay elements.

- Unlimited P&D codes can be defined
- P & D codes can be linked to create your own pay structure. Pay elements may be generated automatically from other P&Ds or incorporate mathematical formulae for added flexibility. For particularly complex calculations P&D's can be linked to external calculation routines.
- Flexible links to the General Ledger analysis for behind-the-scenes financial posting with minimal effort. Offers comprehensive or simple financial analysis
- Automatic links to Accounts Payable for payment of third party deductions such as pension and union fees
- Ability to maintain unlimited, user-definable balances, for example holiday accrual and entitlement and loan outstanding
- Flexible definition of limits to any P&D code, where the user can define what happens when the limit is reached, such as generation of new transactions, P&D is not applied, warning given and so forth. These give enormous control over the automated payroll calculation

Rates



Rates for all pay elements, payments or deductions, are generated automatically based on pre-defined rules. The structure of rates ensures that payroll maintenance is easy and accurate, working on an exception basis.

- Pre-defined rates can be set for individual employees or groups of employees. For example, union fee is based on the particular union of which the employee is a member, or a bonus rate may be defined for a group
- Rates can be found from a matrix of values, for example, hourly rate may be found from a combination of pay scale and grade
- Facilitates mass update of rates for all or groups of employees
- A 'Pay Adjustment' facility also offers mass update based on an amount of additional money available for distribution, for example for an annual pay increase. Pay adjustment also incorporates a simulation facility

Payment Processing

A variety of features guarantee that full control is maintained while ensuring that the payroll calculation is automated, timely and complete.

These features include:

- User-definable periods with reduced tax
- Payroll reversal
- Automated back pay calculations, allowing for backdated adjustments to rates and benefits. The back pay calculation will also accommodate backdated adjustments to pay scales
- On-line pay simulation checks for accuracy and completeness. This is especially useful for new employees or sample checking during a normal pay run
- The ability to run the payroll for all employees, groups of employees or individuals at any time within the pay period
- Supports supplementary pay runs within a pay period
- Flexible payroll printouts for checking and error reporting
- Interface transactions from spreadsheets or other external systems
- User-definable payment methods including computer printed cheques, manual cheques, or various local electronic payment methods
- Supports multiple bank accounts per employee

Position Administration

A powerful dimension to the payroll model gives added flexibility and ease of use for both public and commercial users.

- A position register can be maintained, identifying specific roles or groups of roles in the organisation
- Multiple employees can share a position (e.g. several members of a typing pool)
- An employee can hold multiple positions (e.g. operator and team leader)
- Different benefits and deductions linked to different positions
- GL analysis linked to different positions, ensuring accurate allocation of costs across the organisation
- Pay scales can be linked to positions
- Automatic or manual seniority advancement up the pay scale
- Competence/skill requirements may be defined for each position
- Positions can be established and then applications for that position received and monitored



Reporting and Enquiry

A variety of features ensures full payroll reporting and analysis to all concerned – employees, management, government and others. These features include:

- Flexibility in definition of the standard payslip
- Through integration with the module family Web Services, payslips are available for enquiry by employees via the web. This frees up payroll administration time, not having to deal with related enquiries
- Support for statutory reporting in relevant countries
- Range of standard, parameter-driven management reports
- Flexible enquiries give ad hoc analytical payroll information

Security

Payroll data is highly sensitive and security is of particular concern to payroll staff.

- Security by data type, allowing payroll data, personnel data and project management related data to be segregated
- Standard AGRESSO security encompasses payroll functionality
- Complete tracking of amendments, under user control

Integration

Payroll can be integrated with these other AGRESSO modules:

- Human Resources
- General Ledger
- Accounts Payable for handling distribution of deductions to third parties, such as unions and pension companies
- Time/Project, including timesheet entry and authorisation
- Absence
- Employee Loans and Savings for automatic deduction of loan repayments and saving scheme contributions
- Web Personal Information for web-based payslip enquiries

Benefits

Here are just some of the benefits of using AGRESSO Payroll:

- Accuracy and ease of processing – all calculations can be automated as part of the system, thereby reducing administrative effort in preparing and checking the payroll, which is usually a time-consuming process
- The use of mass update facilities saves time and ensures completeness of data and accuracy
- Payroll processing gives payroll administrators full control over the payroll run. Processes such as simulation, re-runs and back pay calculations all ensure accuracy with minimal time and effort so employees can be paid on time
- The underlying structural aspects enable complex payroll modelling to comply with agreements made with employees and trade unions, the requirements of the government and others
- Payroll is able to support large, complex payrolls and meet the statutory requirements in a range of countries
- AGRESSO provides functionality across the range of business areas through a common user interface. This enables AGRESSO Payroll to be run in different countries with the same software adapted for local requirements



Achieving your business goals

To ensure successful implementation Agresso has developed AIM, the AGRESSO Implementation Methodology. This is based on current implementation models applied across all the AGRESSO sites to produce a worldwide standard. AIM is designed to improve the smooth running of every stage from system selection to sign off, bringing a structured set of processes to the implementation of AGRESSO. The customer is provided with a framework to plan, monitor and manage their part in the process and to improve communication between the AGRESSO implementation team and the customer. All Agresso value added services, including consulting, training and support are an integral part of this methodology. This structured approach has proved successful in ensuring that Agresso's customer business goals are achieved on time and within budget.