

Payroll Bureau / Outsourcing Services UK

YOU CHOOSE WHICH PRODUCTS AND WHAT SERVICES. WE DELIVER ALL TO MEET YOUR REQUIREMENTS

Outsourcing your payroll function can save time and money. More and more organisations are placing their trust in Frontier Software to deliver payroll as a bureau, outsourced, part managed or fully-managed service. Frontier Software provides payroll services to more than 500 clients - from smaller organisations to those with 100,000+ employees. Our client base extends across all market sectors in countries where we operate.

Any sector - we have a solution.



Benefit from the accessibility, flexibility and control of running payroll - without having to allocate your staff, equipment, time and resources to manage the payroll services.

Consider the advantages:

- Secure online access to payroll, HR and accounting data
- Service options to meet the level required by your business
- Automatic updates in accordance with changes in legislation
- Minimises administration and free-up people and equipment
- Unlimited helpdesk support

Create a technical environment that matches your best practices

Frontier Software delivers management data in real-time, via online access to all current and historical HR and Payroll Management information. This superior architecture provides organisations with a choice of using your own 'wide-area network' or the internet to connect between locations.

No software is required

Use a supported browser to access your HR and Payroll data, anytime, anywhere. No software is required on your desktop PC's or devices.

Server Location

With our flexible approach to meeting business requirements, you can choose where the database server is hosted i.e. at your premises or at our data centre (in the cloud). Frontier Software offers you the freedom to choose.

Select the service level you require

You select the service level and preferred method of operation. We recognise that every company is different and this is reflected in the flexibility of our outsourcing portfolio that will ensure all employees are paid accurately and on time.

Payroll Bureau

Simply email employee details in a spreadsheet to our processing centre and we do the rest! We transmit pay for processing (i.e. employee bank accounts, hours worked, overtime payments, new starters etc). Payroll reports and payslips can either be emailed directly to you, or printed and couriered to your designated office. If you use the Self Service module, payslips can be viewed online and printed as required.

Part Managed

You will have direct access to your dedicated HR and Payroll database and can view / amend details at any time. So, unlike many competing services, you will not have to wait for the results. Once payroll has been processed, you have immediate, online access to payroll information. You will also receive reports, financial systems / ERP and banking interfaces and, if required, you can enhance your payroll services contract with additional Human Resource modules.

Fully Managed

We become your payroll office! We match your business requirements with our solutions; data importing, processing, reconciliation, bank and third party remittances. Payroll enquiries made by your staff are answered by our payroll team, who also answer statutory queries. You can also choose from a variety of Frontier Software modules that offer service integration options, such as Self Service to achieve your strategic vision.

Suitable for all industries

Contractual service levels can be amended at any time and a team of Frontier Software experts is on hand to help you select your preferred method of operation.

The database resides in a secure environment: either within our processing centre, or in your offices, the choice is up to you.

Working with Frontier Software will make a difference:

- We have HR and Payroll experts
- We offer a mature payroll solution
- We guarantee statutory enhancements at no extra cost
- We will meet your strategic vision
- We will offer improved management reporting
- We have clear project management delivery terms
- We provide ongoing software enhancements
- We have back-up resources
- We take care of system administration
- We have redundant servers and back-up power
- We offer a disaster recovery service
- We transmit staff and third party payments to the bank
- We ensure you are running the latest software version
- We train you in the latest software features

Professional Services

Our full range of professional services demonstrates 100% commitment to customer care, service delivery and support. And as you would expect from a market leader, we offer:

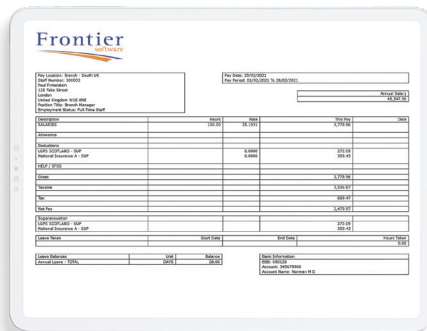
- Project management
- Easy data migration / conversion
- User training and support
- Implementation
- Process reviews

A cloud solution

If you require full access to the extensive functionality of the HR & Payroll database, Frontier Software will manage all appropriate hardware and software - a true cloud solution.

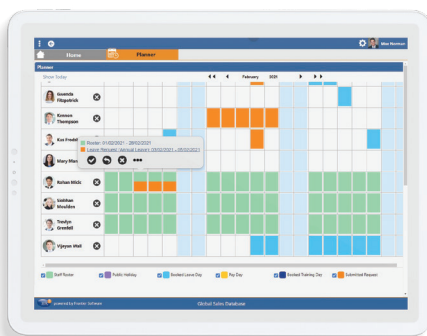
HR & Payroll functions include:

- Absence & Leave Management
- Termination Processing
- Bradford Factor Absenteeism Reporting
- Tax and NI Contributions
- RTI & Internet Filing
- End-Of-Year Processing
- Gross-To-Net, Net-To-Gross
- Supplementary Pay / Bonus Processing
- Overtime Calculations & Analysis
- Labour / Job Costing
- Unlimited Allowances & Deductions
- Statutory Payments (SSP, SMP, etc).
- 'What If?' Salary Calculations
- Retrospective / Back-Pay Calculations
- Banks / Cheques / Cash Disbursements
- On-Cost Recalculation
- Salary Sacrifice
- Student Loan Processing
- Pension Contributions
- Teachers Pension Returns
- Local Government Pension Scheme
- Auto Enrolment
- Penserver / Other Pension Interfaces
- Finance System Interfaces
- Court Orders
- HESA Returns
- SSR Scottish Staffing Returns
- SIR Staff Individualisation Records
- School Census Reporting
- Fleet Management
- P11D / Payrolling Benefits
- Gender Pay Gap Reporting
- P60 & P45
- Ad-Hoc Queries / Report Writing



Employee Details		Pay Period	
Name	John Smith	Start Date	01/01/2023
Job Title	Software Engineer	End Date	31/03/2023
Employer Ref	123456789	Pay Date	15/04/2023
Employee Ref	987654321	Pay Period	01/03/2023 - 31/03/2023
Bank Name	ABC Bank	Account No	12345678901234
Branch	London	Sort Code	20-00-00
Address	123 Main St, London, UK	Postcode	EC1A 1AA
Phone	020 1234 5678	Mobile	07700 123456
Email	john.smith@company.com	Emergency Contact	John Doe, 020 1234 5678
Next Pay Date	15/05/2023	Next Pay Period	01/04/2023 - 30/04/2023

Sample online payslip.



Employee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
John Smith												
Jane Doe												
John Smith												
Jane Doe												
John Smith												
Jane Doe												
John Smith												
Jane Doe												
John Smith												
Jane Doe												

Employees can enter leave via the Self Service module ready for approval by their Manager.



Why Frontier Software Payroll Bureau / Outsourcing Services?

Frontier Software has been in the HR and Payroll Management business since 1983, so why not leverage our in-depth experience? Our approach is simple: your business is our business. We therefore aim to work as a true extension of your organisation. By forging a close working partnership with clients, we have proven time and again that individual requirements can be accommodated to overcome sector-specific anomalies.

Longevity

Since 1983 Frontier Software has been delivering and supporting clients with our extensive range of software products. In 1995 we commenced Payroll Services to organisations that wished to achieve the benefits of our service levels.

Total integration

Frontier Software offers an integrated outsourcing solution that can utilise your HR database as the data source for payroll.

Security guaranteed

Comprehensive and user-defined privileges provide hierarchical access to your integrated HR and Payroll database.

Bank payments

BACS is the method by which employees net pay (and other payments) are credited to a bank account. When BACS format changes then it is our responsibility to comply with approved amendments.

Other methods of payment

We can also provide the appropriate reports for payments by cheque and cash.

Financial Systems / ERP Interfaces

Our library of over 100 different interfaces ensures seamless transfer direct to your chosen financial management and / or enterprise resource planning (ERP) system. The interface to your nominated finance system is created by our software, a low-cost and effective solution.

Client Headcount

Our clients span all sectors and we have proven expertise with processing & delivering accuracy for organisations with a headcount between 100 and 100,000+ employees.

Back-up

Every company must back up their most important asset - data. HR and payroll data is no exception hence within our payroll service a back up of your data is regularly taken. Of course, in an emergency this can be used to restore your database. A back up is part of the ISO standards within this vital payroll service.

BCP (Business Continuity Process) and Disaster Recovery

Frontier Software has adopted an aggressive BCP policy of ensuring that disaster recovery procedures are in place and regularly tested. Alternate hardware servers come into operation if one server becomes faulty. BCP principles also apply to other business aspects e.g. staff, power outages within the processing centre(s). In summary, Frontier Software provides a full BCP and disaster recovery service.

Cloud Solution

You can choose your deployment method and with our web browser solution you can access your database anywhere, anytime subject to your organisation's security.

Frontier Software offers peace of mind

All payroll processes are secure, accurate and auditable - we have the credentials.

Create a virtual HR / Payroll office

With a choice of deployment options our cloud browser solution enables your users to create a virtual HR and Payroll office. Depending on the service level selected, all Frontier Software products can be made available.

Human Resource & Payroll

This HR and Payroll database can be configured to your unique requirements to create a complete history of all employee data items.

Self Service

Our Self Service solution with workflow processes allows employees to enter details and enables managers to approve various transactions and view staff records. Extensive help facilities and innovative product functionality ensure that any organisation can extend Self Service benefits throughout the company - empowering employees and saving management time.

Recruitment Management (e-Recruit)

This module enables your organisation to post vacancies within the career section of your company website. It allows potential candidates to view vacancy details and apply online. Auto-selection filters may also be applied to reject unwanted applications, while emails to applicants are generated automatically during the selection process.

Time and Attendance

Ideal for organisations that require an integrated time attendance and rostering facility, whereby work (shift) patterns and payment rules are user-defined. Attendance information can be obtained via any type of time-clocking device, including employee self service facilities. Data is imported directly into your HR and Payroll database for payroll processing along with time and attendance monitoring.

Learning and Development

Frontier Software's Learning and Development module provides the tools to manage an entire staff training programme - from selecting employees for the correct learning event, making course bookings, waiting lists, course catalogues, learning references, skills analysis, course evaluations attendee histories; through to cost control and budget management.

Performance Management (e-Performance)

Effective performance management is vital for both staff development and business growth. Your organisation's performance management process can now be automated while aligning KPIs (Key Performance Indicators) / skills with organisational strategy. Unlimited performance history is available and can be viewed online.

Claim / Expenses (e-Claims)

This Self Service module allows your employees to submit their expense claims online, view their expense records, query approval status and perform cancellations. Claim entitlement rules and payment terms associated with the rules are defined by the organisation.

Human Capital Intelligence

This powerful module provides visualisations of your critical HR & Payroll data using graphical presentations. It is intuitive, easy to use and easily modified. The specific set of visualisations also offer drill down capability to the raw data. Security is paramount within this important management module.

Mobile Human Resource

Extend the use of our payroll services by providing smartphone or tablet access to selected data. Staff can enter leave data, change bank details and view their payslip using modern Apple or Android devices. Interface is intuitive and extends the pay function to every employee.

Qualified experience

Frontier Software professionals are well qualified and experienced in all aspects of payroll administration and management - many are former payroll managers who hold formal qualifications.

We allocate each customer a dedicated account manager to ensure a smooth transition from your existing payroll system. Once 'live', ongoing helpdesk support is only a phone call away.

Global or Local Payroll Service

Frontier Software offers the payroll service using our own developed software with the service performed by our staff. Frontier Software does not use 3rd party organisations or external consultants to perform payroll service activities. The countries that we offer payroll services are:

- UK
- Jersey
- Guernsey
- Isle Of Man
- Ireland
- Australia
- Hong Kong
- India
- Malaysia
- New Zealand
- Papua New Guinea
- Philippines
- Singapore

.....with many more to come

To find out how you can access the rich functionality of Payroll Bureau / Outsourcing Services, contact Frontier Software.

www.frontiersoftware.com

