

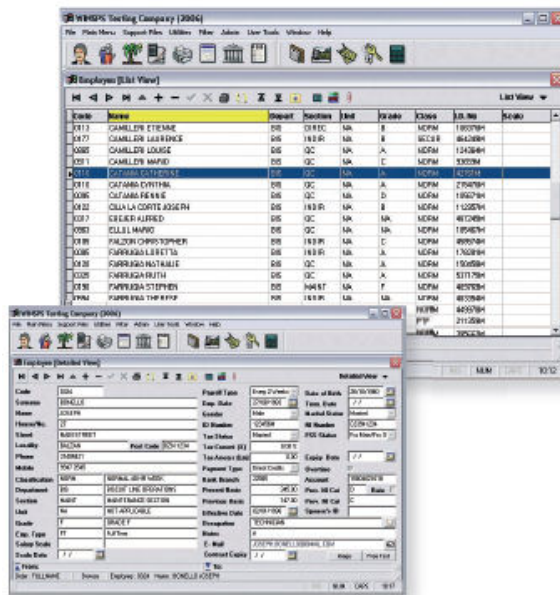
Shireburn Payroll System: Payroll Module

This module provides for the complete payroll processing of both full time and part time employees. This includes the maintenance of employee details through to the management of leave, actual payroll calculation, printing of payroll reports and payslips, processing of direct credit payment, printing of cheques and submission of periodical FSS returns in both paper and electronic format as required by the current legislation. The following features and functions are all available within the main payroll module



Features:

- » Full compliance with FSS, NI, fringe benefits regulations
- » Supports all statutory Government reports such as FS3, FS5 and FS7 reports
- » Payroll processing for weekly, fortnightly, twice monthly, 4 weekly and monthly payrolls
- » Supports electronic lodgment of all statutory reports to the Inland Revenue Department
- » Direct credits support for all local banks
- » Extensive reports including cost centre and departmental reporting
- » Supports advanced or pre-payments mid-month
- » Extensive support for part timer regulations with automatic pro-rata allocation of leave and bonuses
- » Customizable cheque printing and payslip printing
- » Pay scale planning with automated updating of salaries according to a schedule
- » Visual Leave calendar
- » Maintains employee photos
- » Audit trail of changes to employee details tagged by user and date
- » Extensive support for allowances and deductions
- » Link documents to an employee – e.g. contracts, warning letters etc
- » User selection of display fields and selection of data through filter



- » Exporting of calculation data to Shireburn Financial
- » Manager or to an Excel file to be used for importing into other accounting packages.
- » On-line availability of all payroll data from current year, previous year and older years for unlimited years
- » Automated end of year processing with no requirement for Shireburn intervention
- » Maintenance of payroll history for all employees and all government reports for an unlimited number of years
- » Annual updating to conform to new legislation and budget regulations for clients with current enrolment in Shireburn Support Scheme
- » Modifications to NI and FSS rates undertaken by your administrator
- » Integrates with Shireburn Time Sheet Manager for job costing analysis
- » Web based *SmartUpgrade* to auto-maintain software at latest version

The package also provides a reminder function whereby one may pre-set the system to automatically remind one of items due for renewal/expiry a number of weeks in advance every time one logs into the system. A good example is periodically generating a list of contracts or work permits due to expire in the near future. This enables users to take the necessary action regarding the employee concerned prior to the contract expiry date.

For more information or to arrange a demo please contact the Shireburn Sales Team



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