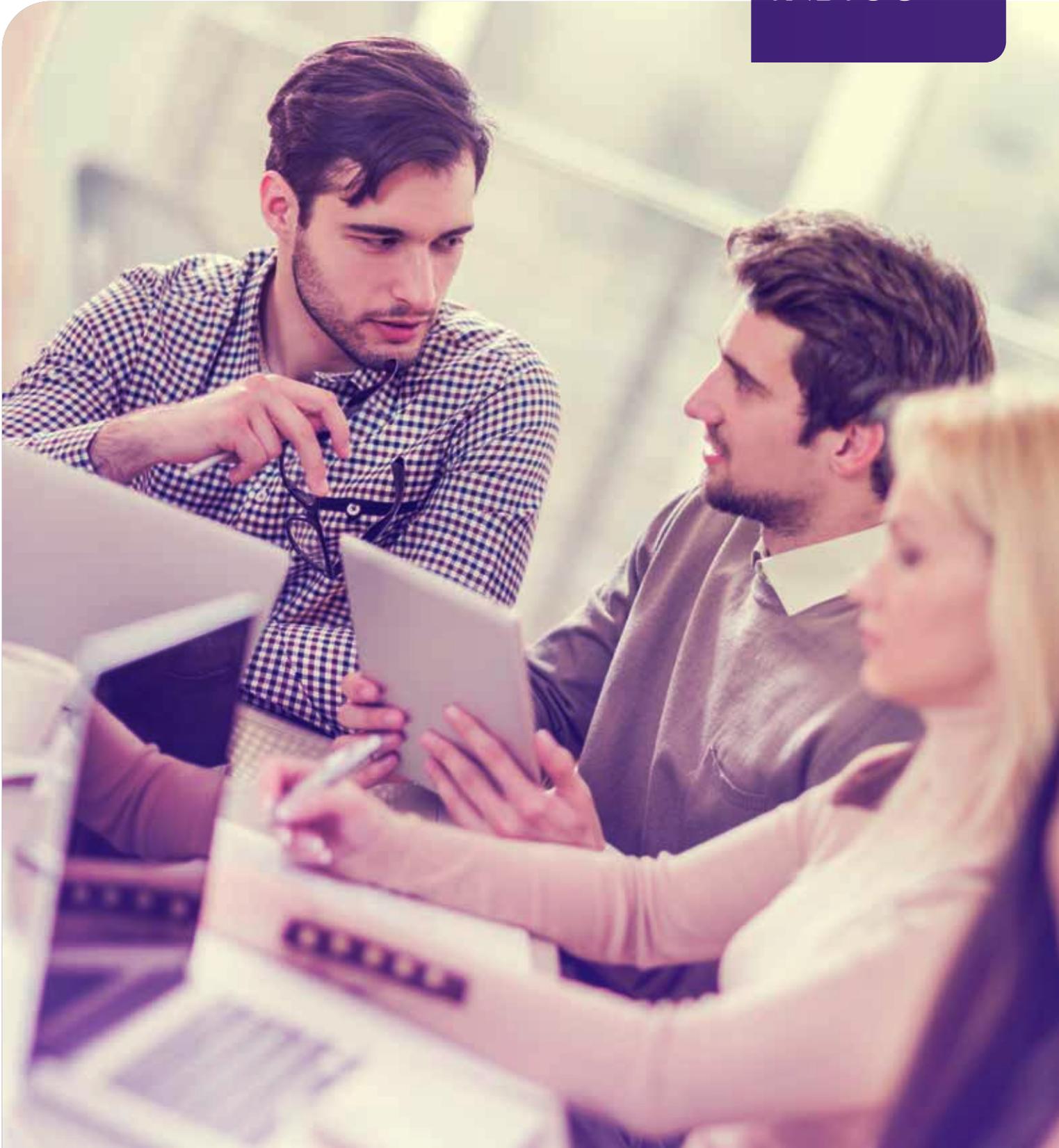


PAYROLL



SHIREBURN
INDIGO



PRACTICAL & EASY TO USE

ACCESSIBLE ANYTIME,
ANYWHERE

QUICK SET UP & GO



PAYROLL AND LEAVE MANAGEMENT

Shireburn Indigo **Payroll** is a web-based payroll and leave management solution designed to automate and simplify the **payroll** process, allowing you to run your **payroll** with the greatest level of productivity, accuracy, security and convenience and giving you the flexibility to work from virtually anywhere.

Simple to use and practical but comprehensive in its capacity, Shireburn Indigo **Payroll** provides you with all the functionality you require to manage your **payroll** process, whether you have a small or large number of employees.

The system is in compliance with Malta Government and Inland Revenue regulations, so you'll have everything you need to honour your legal obligations. But Shireburn Indigo **Payroll** delivers beyond that, giving you all the information and reporting you need to better manage and optimise the structure of your departments and employees while enabling any-time self-service by your employees.

WHY SHIREBURN INDIGO PAYROLL?

01 WEB BASED

Shireburn Indigo Payroll is a secure, cloud hosted, web-based solution that allows you and your team to manage the payroll and leave process on the fly, accessible anytime from anywhere, using any device with an internet connection.



02 PRACTICAL & EASY TO USE

Designed with the user at the core of all functionality, every process is that much simpler and quicker. Some neat functions include:

- **Notification functionality**
Set a watch on an employee record and be notified if any data changes; be notified when someone is getting close to the end of their probation period.
- **Scheduled reports**
Automate the production of reports according to a time, ensuring you have the information you need, when you need it without having to remember about it beforehand.
- **Control and traceability**
Keep track of usage, browsing history and access logs with top of the range history and audit trail facilities.
- **Search functionality and filtering**
Ensure you find what you need in no time at all be it data or functions.
- **Configuration**
Personalise Shireburn Indigo to both company and individual users' needs with a range of layouts to choose from and preference saving options.

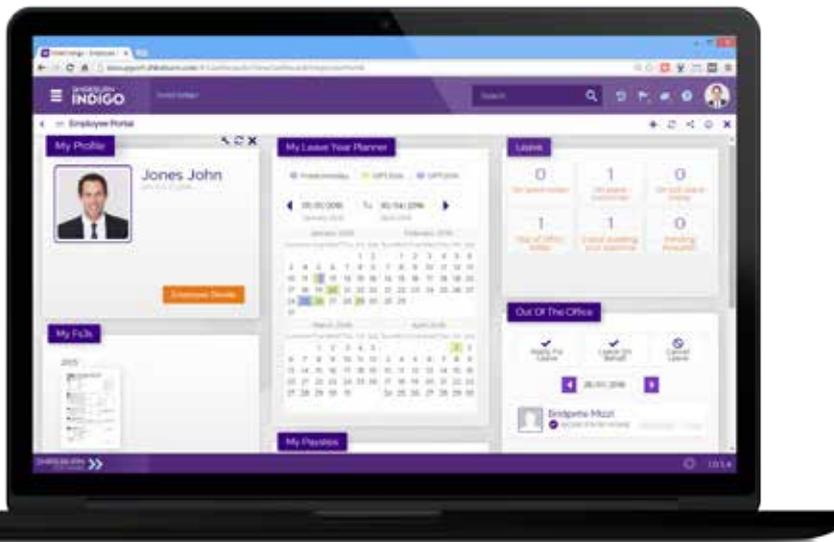
BUSINESS
IN THE
CLOUD



03 EMPLOYEE PORTAL

With Shireburn Indigo [Payroll](#), employees are empowered through a dedicated self-service portal that allows them to securely access their own payslips, view leave balances, apply for leave, and retrieve a number of documents such as their own FS3 forms.

For the HR and Finance Department, this leads to a great reduction in man-hours and administrative overheads as employees learn to manage parts of their own [payroll](#). Managers can also approve or reject leave applications on the go, and obtain a snap shot view of team members on leave on any given day.



04 INTEGRATED LEAVE MANAGEMENT

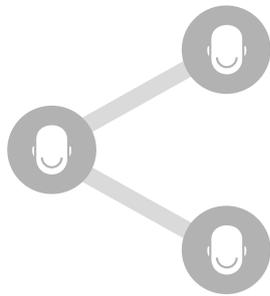
With Shireburn Indigo [Payroll](#) you also get built-in leave management functionality, customisable for company policies, working patterns, holidays and more. This caters for all leave types over and above vacation, which may include sick, maternity, paternity, accrual, bereavement and any other type of leave. In addition, you can also use Shireburn Indigo [Payroll](#) for recording of Out of Office instances, where a person may be away from the office for business reasons.

- 24x7 accessibility, from anywhere in real time
- High levels of security and reliability
- Platform and device independent meaning you can access Shireburn Indigo [Payroll](#) from any device with a web browser
- No server hardware required. Reduce needs for your own server capacity, security infrastructure and systems administration
- Automatic software and operating system updates and upgrades ensuring all users always have the latest software version
- Reduced downtime in comparison with an on-premises installation
- Automatic off-site back up included, improving your disaster recovery strategies



05 DATA FILTERING, QUICK REPORTS, ANALYTICS & DASHBOARDS

Data drives organisations, however large or small. Shireburn Indigo [Payroll](#) is designed to provide management with the right amount of data and tools to enable efficient management of the [payroll](#) process. A selection of real time reports, analytics and dashboards are available online or to export to common standards such as an Excel® spreadsheet.



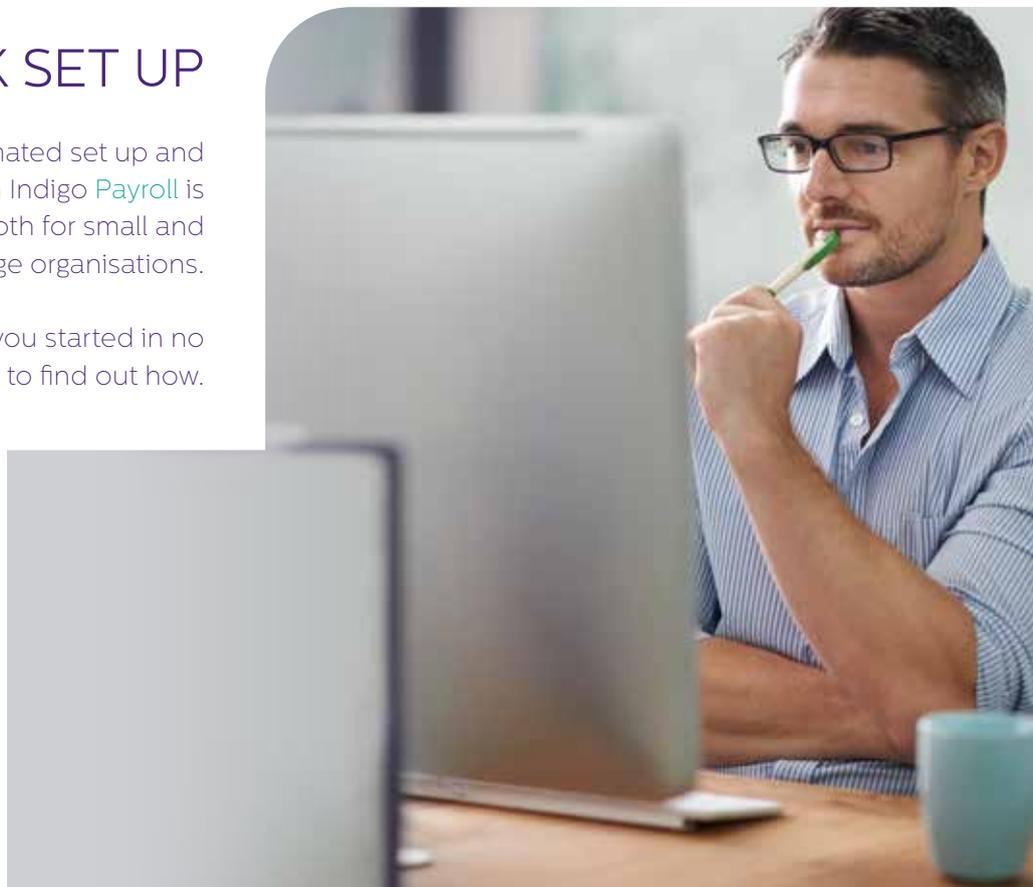
06 IMPROVED COMMUNICATION AND DATA-SHARING WITH COLLABORATIVE TOOLS

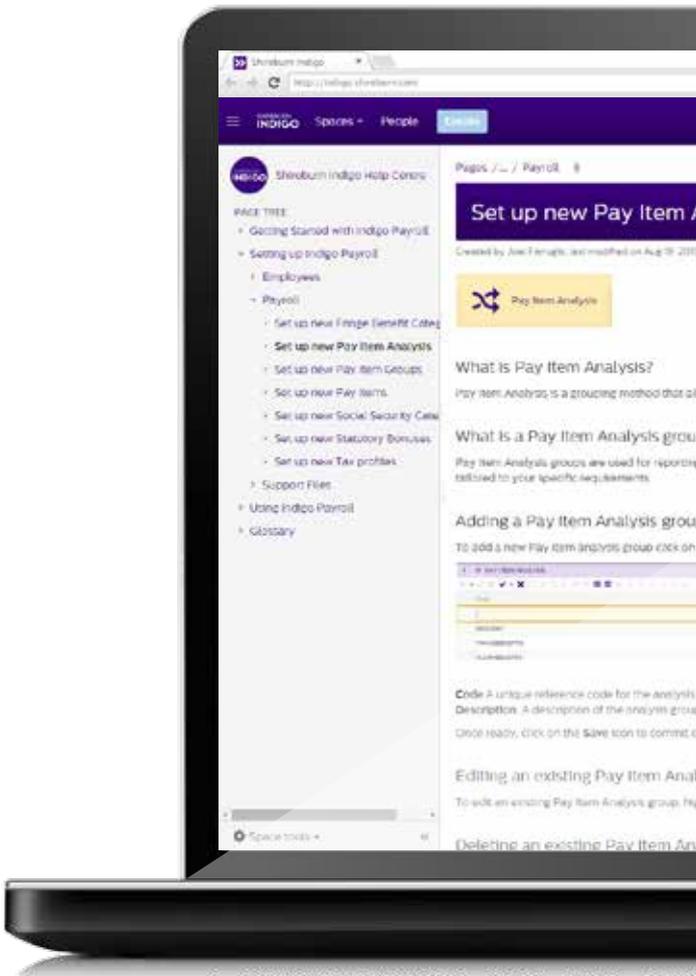
Shireburn Indigo [Payroll](#) is designed to improve communication and data sharing within company departments. Built in features such as comments, record tags, record watching and record attachments all help consolidate data about [payroll](#) and employees whilst improving knowledge-sharing within departments.

07 QUICK SET UP

With a number of automated set up and migration options, Shireburn Indigo [Payroll](#) is quick and easy to set up, both for small and large organisations.

The system is designed to get you started in no time at all. Get in touch with us to find out how.





08 ONLINE HELP CENTRE

Complementing Shireburn's renowned user assistance policies, Shireburn Indigo Payroll is designed with extensive built-in help and user guidance features. These range from contextual help that explains each field, to a fully searchable help centre with practical tools and examples designed to get you going.

09 ADVANCED USER ACCESS & RIGHTS CONTROL

Using the latest technology, Shireburn Indigo Payroll provides maximum security and flexibility with advanced user rights control within the system, giving you the opportunity to restrict payroll user access to specific a department, company, unit and many other variables restricting their visibility of payroll data.



10 SHIREBURN SUPPORT AND TRAINING

With Shireburn you know that you're investing in a software solution developed by a highly reputable company, and a great team to back you up. Just ask around!

More than 58,000 employees are paid using Shireburn's range of payroll solutions, and these are spread over almost all sectors and business sizes, from manufacturing and hospitality, to retail and many others. Working with Shireburn means that you are backed by a leading local software provider, highly skilled and knowledgeable in the payroll business sector. We seek to build a long term relationship with all our users and clients, by offering the best business solutions, the best support and the right technology and tools. We stand by our software through an unmatched, highly knowledgeable and prompt support team ready to assist you with your queries and requirements.

We also offer training in the use of our solutions, both upon implementation, but also at regular intervals to support your changing staff. New users within your company can be trained during these sessions alleviating pressure from your team, whilst giving more advanced users the chance to refresh their knowledge of the software and its use.

Cloud based solution comprising **Payroll, Leave Management** and an **Employee Portal** that allows employees to:

- ✔ Apply for leave
 - ✔ Approve leave
 - ✔ View past payslips
- ... and more!

Employee Portal

My Profile



Jones John
OFFICE CLERK

[Employee Details](#)

My Leave Year Planner

PublicHoliday OPT2016 OPT2015

01/01/2016 To 30/04/2016

January 2016							February 2016								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
							1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13		
10	11	12	13	14	15	16	14	15	16	17	18	19	20		
17	18	19	20	21	22	23	21	22	23	24	25	26	27		
24	25	26	27	28	29	30	28	29							
31															

March 2016							April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1	2	3	4	5		
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Leave

0 On leave today	1 On leave tomorrow	0 On sick leave today
1 Out of office today	1 Leave awaiting your approval	0 Pending Requests

Out Of The Office

Apply For Leave

Leave On Behalf

Cancel Leave

28/01/2016

My Fs3s

2015

PAYROLL AND LEAVE MANAGEMENT FUNCTIONS

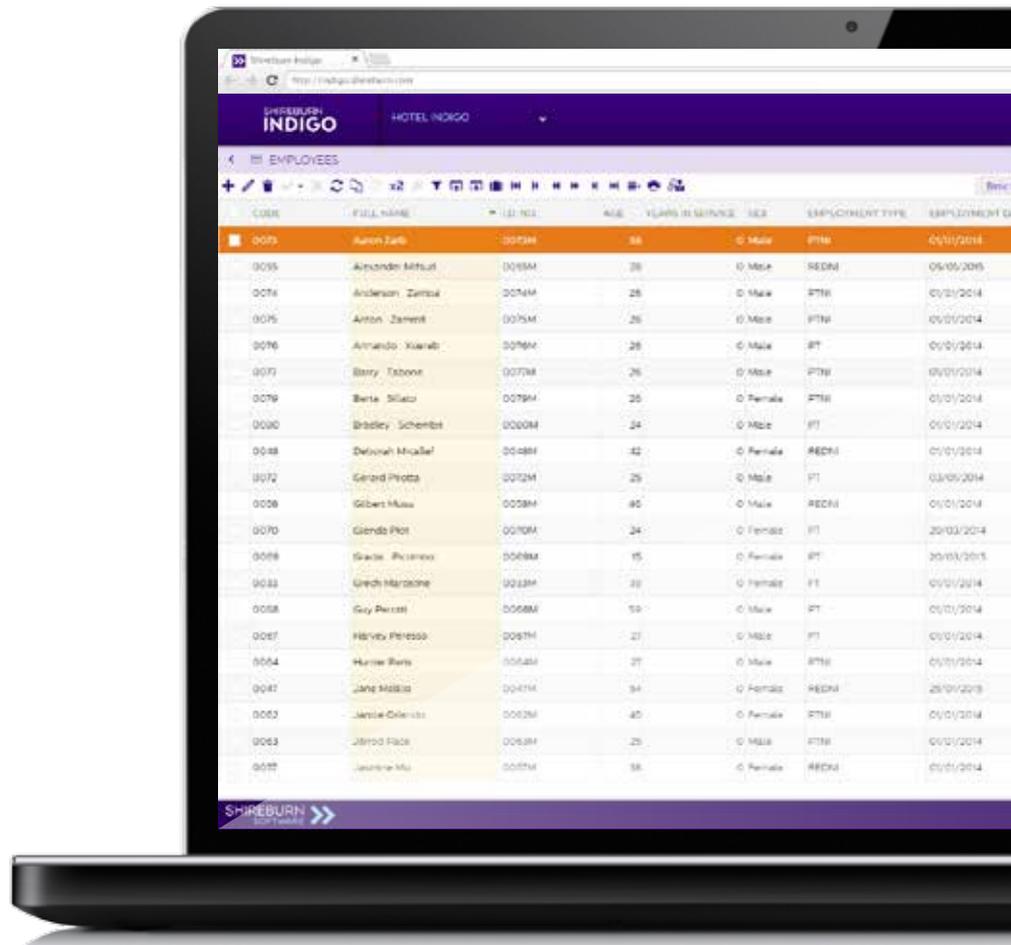
Apart from managing the payroll process, **Shireburn Indigo Payroll** boasts of a number of functions that can help further simplify your day.

- Flexible pay types and leave types
- Ability to create an unlimited number of companies and employee categories
- Detailed employee history and audits
- Issues payslips with various delivery options and payroll analysis
- Allows for direct credit payments and is SEPA compliant
- Automatic Maternity Leave Trust Fund management
- Issues all government statutory reports
- Automatic SSC and FSS deductions
- Automated end of year processing and electronic lodgements
- Dashboards and extensive business reporting to better understand your payroll costs
- Continuous updates to conform to new legislation

PAYROLL BUREAU EDITION

The Shireburn Indigo Payroll Bureau Edition provides facilities for payroll bureaux businesses to effectively manage their clients' payrolls.

Talk to our team today and see how you can benefit.



Get in touch with us today
and see how you can
benefit from Shireburn
Indigo Payroll.

shireburn.com/indigo/payroll

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