



# Payroll & Leave Time & Attendance



**Best B2B  
Application**  
MCA eBusiness  
Award Winner





# At a glance

- **Simplify your business processes** with a practical and easy-to-use solution.
- **Work from anywhere** on any device with an internet connection.
- **Consolidate and link** payroll, leave and time and attendance in one system.
- **Reduce unnecessary administration**, paperwork and overlaps.
- **Manage large volumes of data:** Through all our software applications, users praise our data-driven approach which makes it easy to visualise and manage large volumes of data. This is particularly important to payroll users dealing with large amounts of employee related information.
- **Improve employee self-service** and engagement with our unique Employee Portal.
- **Have a team of experts by your side** with our Online Help Centre, Software Support tools, unlimited telephone, email and chat support.
- **Be fully compliant** with Malta Government and Inland Revenue regulations.
- **Put your mind at rest** with Microsoft Azure's tight security standards and reduce your IT touch costs.
- **Prioritise security** with secure payslip delivery, stronger filtered access, multi-factor authentication, audit trails, strict user rights control and more.
- **Pay as you grow** with one simple monthly fee per employee inclusive of hosting, software support and software updates, changes to tax bands, rates and contributions.
- **Enjoy our guaranteed payroll uptime** as part of our service level agreements.



# SHIREBURN INDIGO PAYROLL & LEAVE

## Empower employees with a Self Service Employee Portal

Empower employees with a dedicated self-service portal that allows them to securely access their own pay slips and FS3s, view leave balances, apply for leave, out of office, or working from home options, and retrieve a number of documents. Managers can approve leave applications on the go, while viewing available resources within the department. Managers can also monitor leave balances of their team members. This leads to a great reduction in administrative overheads as employees learn to manage parts of their own payroll.

## Set your leave approval hierarchy with your Organisation Chart

Give structure to your organisation with a graphical organisational chart, where you can allocate employee leave authorisers through a drag and drop function, allocate new employees to their respective departments, or simply move staff members from one team to another. It is this graphical structure that forms the basis of your online leave approval process.

## Consolidate Payroll and Leave Management into One System

Benefit from built-in leave management functionality, customisable for company policies, working patterns, holidays and more. This caters for all leave types such as vacation, sick, maternity, paternity and more. All payroll reporting including pay slips is then automatically updated with leave details for all employees.

## Attendance Reporting

Import attendance records from a range of logging devices into Shireburn Indigo Payroll to be able to issue Attendance History and Exceptions reports.

## Visualise all Payroll Activity in one Calendar View

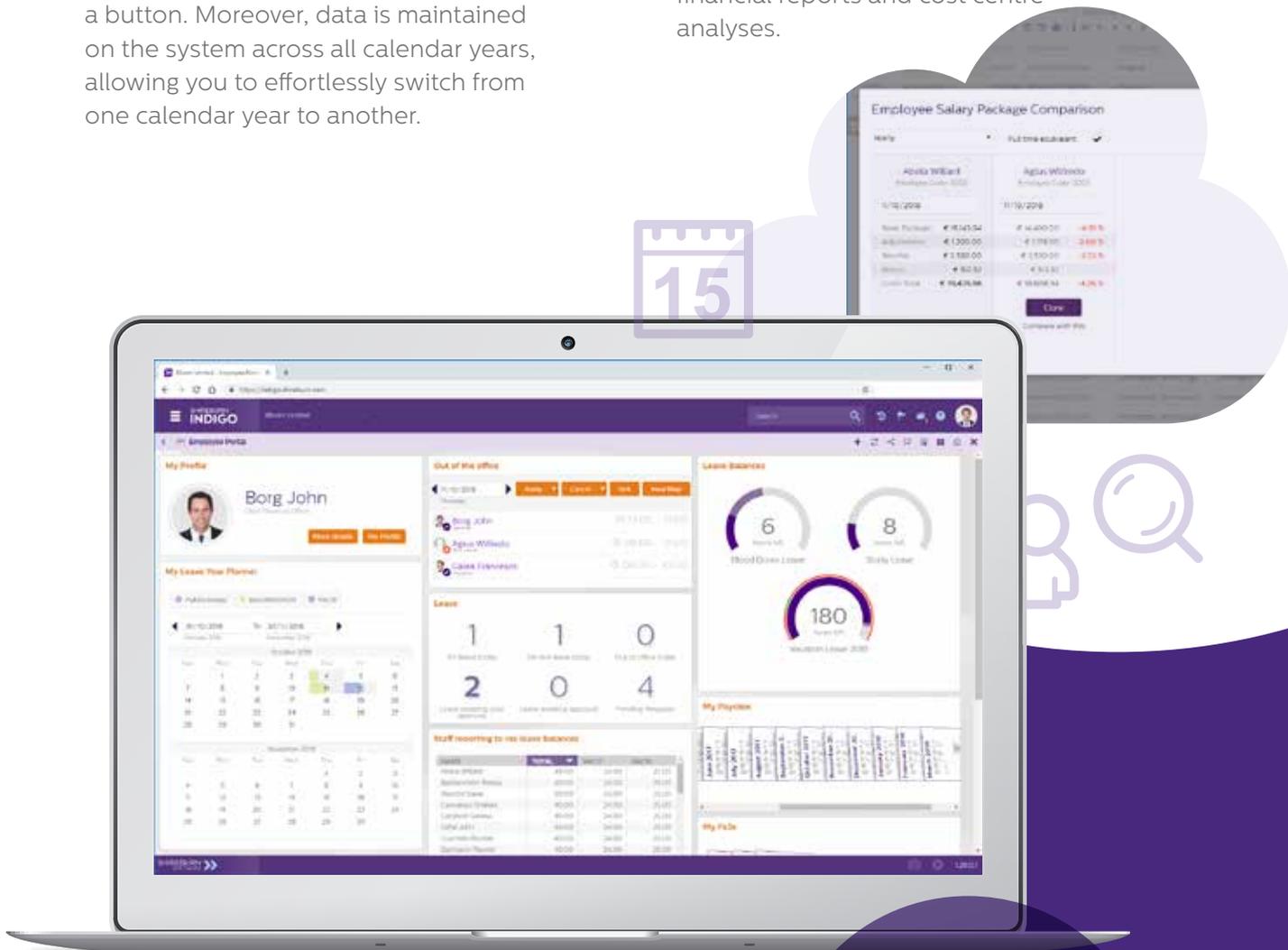
Visualise all key HR data in one calendar displaying all payroll activity including contract expiry, work anniversary, work permits, expiry of probation period, birthdays and more.

## Get rid of tiresome End of Year routines

We've designed Shireburn Indigo Payroll in such a way that you will not need to run any end of year routines. You can easily switch over to the new year at the click of a button. Moreover, data is maintained on the system across all calendar years, allowing you to effortlessly switch from one calendar year to another.

## Work more Efficiently

- **Compare staff salary packages** with other staff members or for the same staff across years. This is highly effective for staff review analyses.
- **Monitor employee records and receive notifications:** Get notified if an employee record is changed.
- **Collaborate:** Use comments, record tags, record watching and record attachments to help consolidate payroll and employee data whilst improving knowledge-sharing between users.
- **Extensive reporting with analytics and dashboards:** Issue key reports at the touch of a button including financial reports and cost centre analyses.





### More Payroll-Specific Functionality

Shireburn Indigo Payroll boasts of a number of additional features and functions that can help further simplify your day.

- Flexible **pay types** and **payroll periods**.
- **Unlimited number of companies** and employee categories.
- **Easy to switch** between companies within the group.
- Filter access to employees and payroll of a particular **Payroll Group** within the same company. Payroll groups can also have separate payroll runs with different pay dates to one another but still form part of the same company for reporting purposes.
- **Copy and paste** employee records from one company to another, saving you time re-inputting data.
- Detailed employee payroll **history and audits**.
- **Issues payslips securely** with various delivery options.
- Provides **payroll analysis**.
- **SEPA** compliant direct credit payments.
- **Maternity Leave** Trust Fund management.
- Calculation for **new and terminated employees** including bonus and vacation leave values.
- **SSC and FSS** deductions.
- Highly functional **single payroll screen** managed by the Indigo work flow process to finalise and close your individual payroll runs.
- Generation of **electronic lodgements** files.
- Technical options to read and write data to other systems through specifically designed **APIs**.

# SHIREBURN INDIGO TIME & ATTENDANCE

Shireburn Indigo **Time & Attendance** is a perfect complement to payroll, to further automate and streamline business processes in organisations where attendance management is central to operations.

If you work in an environment where you manage large volumes of staff with varied working hours, or where labour cost is a crucial cost component that needs to be controlled, we've got the solution for you.



## Flexible platform for your diverse workforce

Shireburn Indigo Time & Attendance provides a flexible platform for your diverse workforce and labour compliance needs, allowing you to create **preset work schedules** based on your operations, and automate aspects such as overtime, whilst retaining the control to make any manual adjustments to the system.

You will also be able to **import employee attendance** through a variety of clocking devices.

## Track, manage and control

**Track** and manage your dispersed workforce with a centralised platform, allowing you to stay on top of employee availability and map it out to ensure coverage and maximum productivity during shifts.

Obtain widespread **visibility** into your employee attended hours.

Gain complete **control** over employee availability and schedules, allowing you to manage employee shift adherence in real-time.

Have **multiple users** securely access different parts of the system, with different rights and roles assigned to them, be they in finance, HR or a manager of a team.

## Quick rostering with flexible shift presets and leave integration

Create unlimited **shift presets** for easier rostering, such as morning, afternoon and night shift.

Create and manage **staff schedules and rosters** with a clear view of any pre-approved employee leave data and with features like **drag & drop** to modify and reallocate shifts between employees.

## Balance your budget

Manage **budgets and costings** when planning your rosters, pulling cost data directly from your payroll to plan each shift. This ensures that managers and shift-planners find it much simpler to adhere to allocated budgets for each shift.

## Trigger automated shift allowances and absence management

Simplify the management of attendance exceptions by triggering automated rewards and penalties, such as allowances, overtime or unpaid absence.

## Reduce errors in payroll

One integrated system that manages your time, attendance, shifts and rostering requirements, whilst connecting automatically to your payroll, greatly reduces errors and rework. Transfer authorised awards and penalties seamlessly to Shireburn Indigo Payroll for simpler payroll processing.

## Easily communicate rosters with staff

Print your roster for easy display on your noticeboard, and email it to staff to minimise calls and queries about upcoming work schedules.



INDIGO - The Bell Tower / Time & Attendance

Scheduler < 11/12/2018-06/01/2019 > 1 Issue

Employee	Occupation	Cost centre	Mon 11 Dec	Tue 1 Jan	Wed 2 Jan	Thu 3 Jan	Fri 4 Jan	Sat 5 Jan	Sun 6 Jan
Robert Knight 8220	Welder	Cost centre	DAY 8:00-17:00 OFF 14:00-14:00	NIIGHT 23:00-8:00	OFF 00:00-23:59	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59	DAY 8:00-17:00
Brendan Fields 8912	Welder	Cost centre	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59	DAY 8:00-17:00
Brendan Fields 8913	Welder	Cost centre	OFF 00:00-23:59	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59
Adam Collier AC338	Welder	Cost centre	OFF 00:00-23:59	OFF 00:00-23:59	Swing 14:00-22:00	Night 22:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59	OFF 00:00-23:59
Ian Evans 8207	Welder	Cost centre	NTS 00:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59	Swing 14:00-22:00	Night 22:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59
Olly Floyd 8917	Welder	Cost centre	Swing 14:00-22:00	NTS 00:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59	OFF 00:00-23:59	Swing 14:00-22:00	OFF 00:00-23:59
Lawrence Moore 8200	Welder	Cost centre	OFF 00:00-23:59	Swing 14:00-22:00	NTS 00:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59	OFF 00:00-23:59	OFF 00:00-23:59
Charles Hanson C4136	Welder	Cost centre	OFF 00:00-23:59	OFF 00:00-23:59	Swing 14:00-22:00	NTS 00:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59	Swing 14:00-22:00
Mikheyd Watts 8922	Welder	Cost centre	LEAVE 00:00-23:59	LEAVE 00:00-23:59	LEAVE 00:00-23:59	LEAVE 00:00-23:59	NTS 00:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59
Adam Rodriguez 8218	Welder	Cost centre	LEAVE 00:00-23:59	LEAVE 00:00-23:59	LEAVE 00:00-23:59	LEAVE 00:00-23:59	LEAVE 00:00-23:59	LEAVE 00:00-23:59	OFF 00:00-23:59
Brendan Fields 8913	Welder	Cost centre	OFF 00:00-23:59	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59	DAY 8:00-17:00	NIIGHT 23:00-8:00	OFF 00:00-23:59
Adam Collier AC338	Welder	Cost centre	OFF 00:00-23:59	OFF 00:00-23:59	Swing 14:00-22:00	Night 22:00-8:00	OFF 00:00-23:59	OFF 00:00-23:59	OFF 00:00-23:59
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# User software support and training

With Shireburn Indigo, you can benefit from expert software support with an extensive online help, inclusive of search and live chat functions, over and above our traditional support services, email and telephone channels.

Shireburn Indigo also comes with a number of feedback and suggestion opportunities for users to rate the product and let us know how we can improve. We value your feedback and take this on board in our product roadmap.

In addition, 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.





# Get started

With a number of automated set up and migration options, **Shireburn Indigo** is quick and easy to get going, for both small and large organisations.

Our expert team are able to guide you through a number of implementation options and manage your transition to Shireburn Indigo to ensure that there are no interruptions to your operations.

We can get you started in no time at all.

**Get in touch with us to find out how.**

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