



## OVERVIEW

PayGlobal offers a full range of Bureau Services to organisations seeking to outsource their payroll processing. Our team of professional and highly skilled staff can take care of all your payroll processes, from maintaining employee records and opening and closing pays, through to running reports, sending direct credit files to the banks and submitting tax and KiwiSaver records to the IRD. PayGlobal Bureau Services takes care of day-to-day administration, giving you more time to concentrate on important value-added and income-generating activities, in line with your company's strategic goals.

### BENEFITS

Outsourcing your payroll to PayGlobal Bureau Services offers a number of benefits when compared with running an in-house payroll service.

#### REDUCED COSTS AND TIME

- No need to have a dedicated payroll resource and associated training costs – you simply send us any changes to your pay and we take care of the rest.
- PayGlobal Bureau Services is a hosted solution, so there is no need for costly infrastructure upgrades.
- We have a fast turnaround for your pay runs and outsourcing payroll can free up employees' time to pursue more important value-added activities.

#### PERSONALISED SERVICE

Two dedicated payroll professionals are assigned to your organisation to provide consistent levels of service and ensure knowledge levels are maintained.

#### QUALITY ASSURANCE

PayGlobal Bureau Services has a comprehensive, streamlined and well tested process to ensure that a premium service is offered to customers. A customer guide containing responsibilities, timeframes, and key contacts is provided before services commence, resulting in information flow that is always timely and accurate. You can take advantage of and leverage PayGlobal's payroll knowledge.

### YEAR-ROUND SERVICE

PayGlobal Bureau Services operates all year so there is no need to run multiple payrolls to cover for your payroll staff taking leave.

#### INCREMENTAL ROLLOUT

PayGlobal Bureau Services can perform your payroll tasks while you implement other parts of the PayGlobal solution within your own timeframe. The PayGlobal suite operates from a centralised database, ensuring that every part of your system is always using the most up-to-date data.

#### PEACE OF MIND

PayGlobal Bureau Services is a trusted and proven outsourcing solution. You utilise PayGlobal's expertise and do not need to worry about planning for crisis-type events. Even in the event of an emergency in your business the payroll will be processed as usual.

#### SECURITY

PayGlobal Bureau Services runs the latest version of PayGlobal software via our own PayGlobal application hosting service. The PayGlobal Online Services environment utilises an exclusively designed network infrastructure and security model which offers the maximum levels of security available.

### OVERVIEW OF SERVICES

PayGlobal suggests that you start with our base pay processing service and add on the optional services to design an outsourcing package that meets your organisation's operational, financial and informational requirements.

#### THE BASE SERVICE INCLUDES THE FOLLOWING:

- **Standard pay processing** - opening, processing and closing pay/s
- **Employee maintenance** - entering new employees, changing employee details and entering permanent deductions and allowances
- **File importing** - importing clock file or data from Exolvo Self-Service (ESS) into standard pay sequence/s on standard processing day/s
- **Generate payslips** - email directly to employees or send to ESS
- **Reporting** - reports can be emailed to various recipients
- **Miscellaneous reports** - such as end of month reporting, YTD, employee history and statistics report
- **General queries** - in relation to the pay processing

Below is a list of standard reporting, but any number of reports from the PayGlobal Report Suite can be added.

- Pay calculation listing (sent before closing the pay for approval)
- Pay variance
- Pay sequence detail
- Direct credit schedule
- GL journal
- Superannuation summary
- Payslip report
- Leave liability
- Remittance (IR345/6)
- EMS (IR348)
- KiwiSaver IR file

#### OPTIONAL SERVICES INCLUDE:

- Timesheet entry
- Printed payslips
- Direct credit processing via banking software
- Manual pays
- IRD filing
- PayGlobal Bureau Services Consultant work requests, such as calculating large scale back-pay calculations

#### PAYGLOBAL BUREAU SERVICES PROCESS:

- 1: Customer emails any changes to the payroll through to PayGlobal Bureau Services
- 2: Dedicated PayGlobal Bureau Services consultant processes pay and sends customer pay calculation listing report for approval
- 3: Customer approves pay or requests changes
- 4: Dedicated PayGlobal Bureau Services consultant makes changes and resends pay calculation or closes the pay and sends after close reports

Combining our PayGlobal Bureau Services with Exolvo Self-Service (ESS) can further streamline the management of HR processes. The time and money saved will allow your managers and HR staff to focus on strategic business activities in order to reach their goals. ESS is fully integrated with Exolvo so any changes made in ESS will be automatically reflected in your core Exolvo database.