

Payroll & HR Solution



**HM Revenue
& Customs**

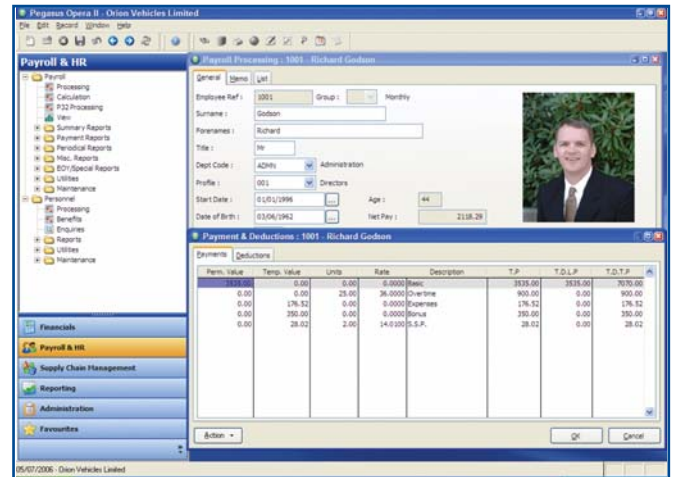
Payroll Standard

The Opera II Payroll & HR solution has been designed to ensure that complicated Payroll procedures are simplified and performed on time. By working closely with HM Revenue & Customs (HMRC), Central Government and existing customers, Pegasus have revolutionised Opera II Payroll & HR; it was the first professional application to gain HMRC approval for filing End-of-Year returns online, and has been fully tested and meets HMRC Payroll Standard.

Financial management integrated with Payroll & HR

For some businesses it is clear that having a modern and powerful Payroll & HR solution that runs standalone is no longer enough. Pegasus Opera II has been developed to allow the integration of financial management, supply chain management and payroll, in order to deliver a wide range of benefits to numerous people and departments within a business.

What's more, for companies in the manufacturing and construction sectors, Pegasus provides specialist solutions that integrate seamlessly with Pegasus Opera II.



Impressive functionality

Opera II Payroll & HR provides all of the functionality a progressive business requires. Processing multi-company, multi-frequency payrolls can be complex but with familiar manual procedures automated and HMRC legislation built in, Opera II Payroll & HR will save time and reduce human error. Included as standard:

- Individual group or multi-group consolidation and analysis
- Fully automated SSP, SMP and SPP
- Directors NI
- Trade Dispute tax refund withhold
- Attachment from Earnings Orders
- Holiday Pay Accruals
- Remote timesheet entry
- Student Loan deductions

Opera II Payroll & HR also takes the confusion out of processing multiple types of pension schemes with differing percentage and fixed amounts. Deduction values and earnings restrictions can be specified at Employee or Group level, whilst comprehensive reporting gives the required contribution details necessary for administration.

Statutory record keeping and reporting is made simple with P32 calculation, consolidation and payment recording and P11 reporting. Retrospective NI code changes can be performed and values recalculated effortlessly. While user-definable, dynamic views give Payroll users the ability to interrogate and drill down on current or historical payment and deduction values for any range of employees in just one process, it also allows full graphical representation and export facilities to Microsoft® Excel and Word.

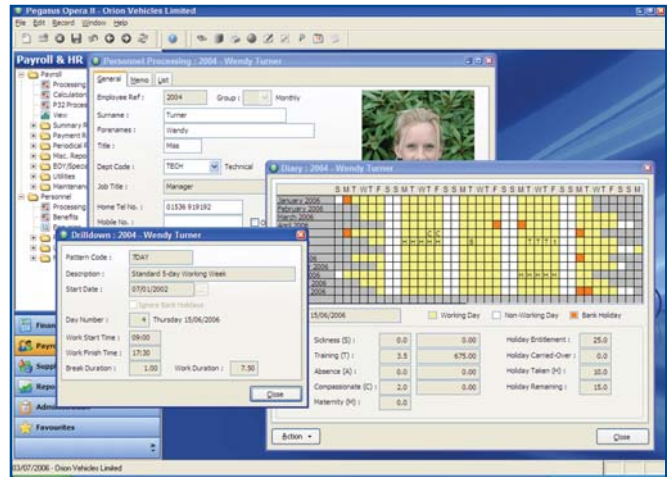
- Historical Leavers can be re-introduced into processing, allowing access to History, payslip regeneration and easy re-instatement
- History may be retained throughout for 999 pay periods
- P45 (1), P45 (3) and P46 forms can be produced and submitted to HMRC online via the accompanying HMRC Accredited Pegasus Online Filing Manager
- User access may be set at Company, Group and menu level, whilst the Audit Log automatically tracks all key changes by date, user and process for the entire payroll year

Comprehensive management of employee information

Detailed and up-to-date information on employees is key to the running of a successful HR function. Integrated with Opera II Payroll, Personnel enables the management of all employee-related processes covering recruitment, retention, training, disciplinary actions, absenteeism, job changes and salary updates.

Reducing the number of day-to-day employee queries can result in great time savings. It is possible to notify staff automatically of Personnel-specific information, such as remaining holiday entitlement and sick days.

- Records details of employees' absenteeism including reasons — sickness, holidays, maternity and compassionate leave
- Records variable working patterns assigned to employees
- Absenteeism is held in days, hours and minutes with drilldown facility
- Diary options include printing whole year, current month or specific transactions with drilldown facility
- Audit Log helps track all changes



Complete expense and benefit management

Manually transferring information from one application to another, or onto a paper form, will undoubtedly result in mistakes through human error. Opera II Payroll & HR also includes a P11D Organiser, providing an essential element in any Payroll & HR solution as a management and reporting tool for benefits and expenses.

The P11D Organiser is not just a 'form-filler'. It has been designed to assist in the management and collation of P11D, P9D and P46 car information throughout the year and not simply at the crucial year end, producing HMRC approved forms for submission, with file-by-internet capabilities.

- Customisable benefits and expenses can be associated to an individual or group of individuals
- Dispensation legislation is built in
- Extensive employer, employee, fleet, periodic and benefits and expenses reporting
- Form e-mailing facilities
- User-friendly import wizards
- Year-end and benefit alignment tools

Online Filing Manager: HMRC Quality Standard

The Online Filing Manager provides the facility to submit End-of-Year returns and in-year forms via the Government Gateway. It was the first professional application to gain HMRC approval for verifying and electronically submitting P14 and P35 information. A reassuring thought, as the HMRC Quality Standard ensures that your data entries are correct, they are in the correct fields and that they all add up.

- End of Year returns are quick and effortless
- Easy, step-by-step format designed to replicate the P35 form
- Multiple group information consolidation
- Compression for large submissions
- Ability to send multiple test submissions prior to the live submission
- P14 and P35 data content validation to HMRC Quality Standard by built-in integrity checks

Any anomalies that could cause the return to be rejected are automatically highlighted, providing the opportunity to make amendments to the data before submission.

The Online Filing Manager can also process P45 (1), P45 (3) and P46 information entered within the Payroll. It can generate individual or multiple files for submission to HMRC, resulting in reduced manual intervention, a more secure online process and ultimately saving time.

The screenshot shows a software window titled 'Pegasus Online Filing Manager'. The main content area is a 'Summary of Payments 2005-2006' for 'ORSON VEHICLES LIMITED'. It is divided into several sections:

- Part 1 Summary of employees and deductions:** Shows 'Total NICs shown above' as 0.00 and 'Total Tax shown above' as 0.00.
- Part 2 Summary of payments for the year:** A table with columns for 'Total NICs and Tax 1 + 2', 'Total Tax 4 + 5', and 'Total Tax 6 + 7 + 8'. It lists various items like 'Statutory payments recovered', 'SSP recovered', 'SMP recovered', 'NIC compensation on SMP', 'SFP recovered', 'NIC compensation on SFP', 'SAP recovered', and 'NIC compensation on SAP'.
- Combined amounts:** Shows 'Total NICs and Tax 3 + 9' as 10,000.00, 'Total Student Loan Deductions 10 + 11' as 10,000.00, and 'Total of boxes 13 to 19' as 0.00.
- Tax Credits:** Shows 'Total Tax Credits paid to employees' as 0.00 and 'Funding from IR to pay Tax Credits' as 0.00.
- Amount payable for year:** Shows 'Amount payable for year 12 - 20' as 11,986.41.
- Final Summary:** Shows 'NOW PAYABLE: £11,986.41'.

At the bottom, there is an 'IMPORTANT!' message: 'This form can only be used to perform a TEST submission'. Navigation buttons for 'Print', 'Back', 'Next >', and 'Cancel' are visible.

Reporting

The Payroll & HR solution also contains an extensive range of standard reports, while Pegasus XRL provides the ability to design in-depth custom reports and analysis using Microsoft Excel.

Scalable

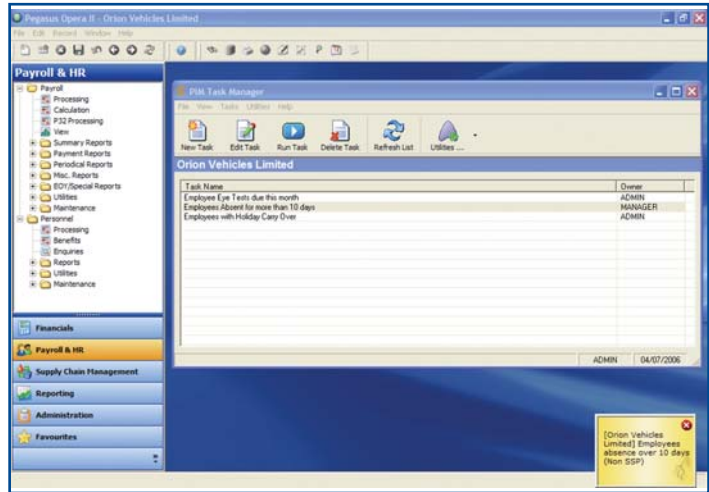
Opera II Payroll is used by companies of widely varying sizes, from fewer than 10 employees right through to over 25,000 employees: proof of the flexibility and power it provides. In addition, its multi-company capability coupled with the speed of processing mean that it's also equally at home in a payroll bureau.

Fully customisable

Opera II Payroll & HR can be customised to fulfil any special requirements: forms can be changed, conditions added to fields and menu structures modified. This means that businesses can benefit from a solution that is tailored to meet their exact requirements and can therefore realise a greater return on their investment.

Instant communication

Pegasus Instant Messenger (PIM) is an intelligent communication facility which connects users of Opera II with the information held within their system. Users define which processes and issues they need to be alerted to (such as escalating levels of sickness to managers, monitoring holidays, warning if an employee or contractor exceeds agreed salary levels) and PIM automatically sends a message to them in a pop-up window. Alternatively, a text or HTML format e-mail can also be sent. PIM's user-friendly wizard makes defining the criteria for generating such alerts a quick and easy process, and these criteria can be reviewed at any time.



Online collaboration is also possible, which allows users to discuss and respond to business issues and forward pop-up messages, resulting in increased efficiency and more informed business decisions.

PAYROLL & HR

Fully automated statutory payments ■ Retrospective NI changes ■ Global changes ■ Payroll History – 999 pay periods ■ Student Loans ■ 999 Payment and Deduction types ■ Advanced pensions management ■ Audit Log ■ P32 processing, consolidation and reporting ■ P11 reporting ■ Absenteeism management ■ Diary ■ Global salary update facility ■ Attach documents and photos to employee records ■ Holiday carry-over facility ■ EOY Returns and In-Year forms ■ P11D generation and File by Internet ■ Security controlled by Opera II Security Manager ■ Backup and restore facility

REPORTING

Definable Payroll Reports ■ Pegasus XRL (integration with Microsoft® Excel) ■ Pegasus Instant Messenger

TAILORING AND INTEGRATION WITH OTHER SYSTEMS

E-mail and Internet Enabled ■ OLE — Object Linking and Embedding facilities ■ Output to Microsoft Excel and Word ■ System-wide preferences per user ■ Developers' Toolkit for customisation requirements

ARCHITECTURE

Microsoft Visual Studio ■ Windows 2003/2000 Server ■ Citrix Metaframe XP (Standard Edition) ■ Windows XP/2000 Professional

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