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## NAV4PAY – Turnkey’s Navision Payroll Solution

### Introduction

The full range of statutory and management facilities required to operate an efficient and effective payroll are included in Turnkey’s NAV4PAY System. These facilities are updated as required to ensure that the system keeps pace with the latest statutory requirements.

### Setting Up Companies /Groups

An unlimited number of payrolls may be run and combined within the one ‘company’ payroll, and each of these may be running on an hourly, weekly or monthly basis.

### Pay Elements (Payments/Deductions)

The system supports an unlimited number of payments and deductions. Payment or deduction descriptions are user-defined and entries can be flagged to be input or consistent between pay periods, e.g. basic salary, wage or loan repayment, bonus, expenses, or hours worked at a fixed rate. Calculations can be made on hourly rates, bonus rates, standard rates etc. The system will also cater for special entries such as ‘give as you earn’, salary sacrifices approved profit-related pay schemes.

### Tax/NIC Tables

Entries into the Tax/NIC tables are totally under user control. Thus, if the percentage rates or limits change the user may quickly complete the updates. Where a mass change in tax codes must be completed, this process is also automated and is under user control.

Pension deductions can be fixed or calculated on certain pay elements for both employer and employee. Both statutory and private pension schemes are catered for and the system handles tiered percentage contributions as commonly found in the public sector.

Student loans and Child Support Agency deductions can be calculated and applied, and payment below the minimum wage is precluded unless the organisation has an exemption. Earnings arrearments are also a standard feature of the system.

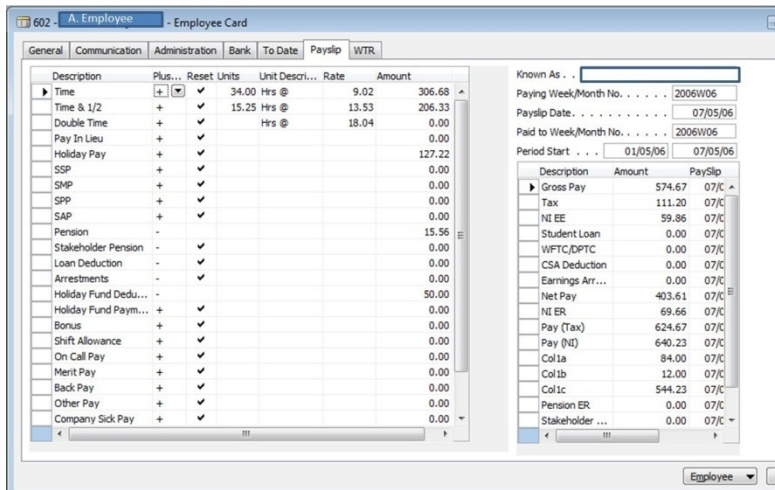
### In Use

At the simplest level, where the payroll consists of a regular weekly or monthly salary, and no changes to tax codes have occurred, the Auto Pay option will produce the period payroll at the push of a button. Otherwise, the changes required are made on an employee by employee basis and the payslip calculations viewed on screen as a quick check before running the full period payroll.

The system calculates full SSP and company sick pay (requires absence recording) and can assist in calculating the SMP contributions payable to an employee. Payments can be made to employees by cash, cheque, bank giro or via the BACS system.

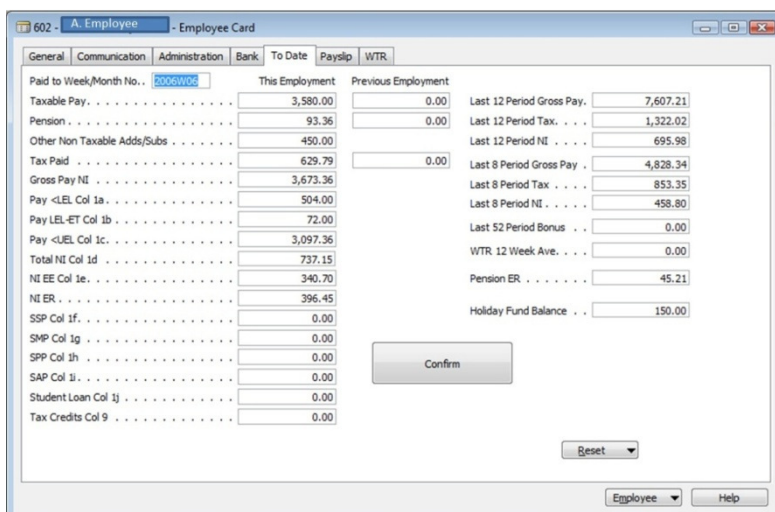
### Reporting

As standard, payslips are generated three to an A4 laser printed page, with duplicate copies generated for filing purposes. Alternatively, they can be produced by dot matrix printer or to secure auto-sealing envelopes for security purposes. Working time directive records are calculated and kept up to date. The printing of P45 documents in an acceptable plain paper format on laser printer is also catered for.



Entering variable pay rates

A Payments Listing, and separate Giro Payments listing can be generated for those employees to be paid via this method. For cash paid employees, automatic rounding can be applied and a cash payments analysis is generated to aid the user in collecting the appropriate combination of notes and coins from the bank. A variety of payment summary schedules are available showing overall company figures and departmental totals for ledger posting purposes. Payments can be made electronically via BACS systems such as HOBBS and Royline.



Reviewing 'to date' figures (each pay period's figures are available to review)

### Year End

The system will generate P35's and an overall summary, and the P14/P60 forms at year end. These can be printed to laser printer or using standard forms via a dot matrix printer. Year end submissions of P35/P14s are completed online as required by HMRC for most larger companies and paper copies such as P60s can be generated as required. The new year's payroll can be set up without the requirement to complete the current year-end figures first. Routines are available to auto update rates from the old to the new year and multiple year pay rates are stored to enable new tax year legislation to apply to one company while others in the group complete their year ends.

### Other Points to Note

In year online submissions such as P45/P46 are catered for, and users have a complete employee history allowing the re-generation of payslip and year end data as and when required.

### Also Available

- An advanced HR solution is also available (see separate flyer) which provides full integration with NAV4PAY.
- A Time & Attendance solution which updates payroll with variable rates and updates jobs with time charged.

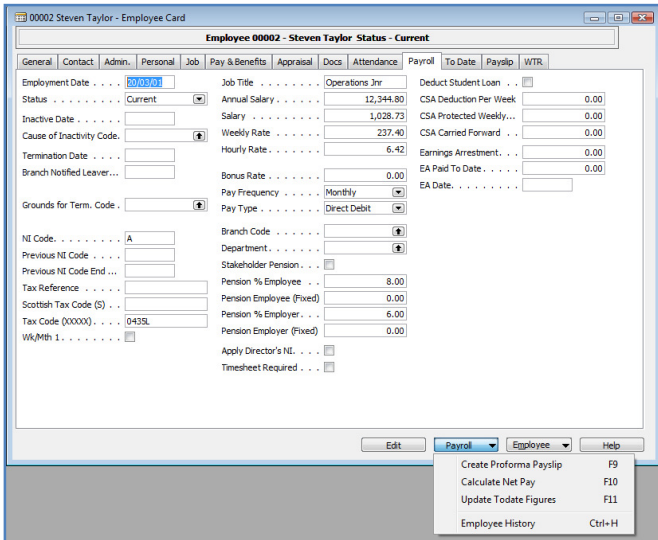
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### NAV4HR – A Navision based Advanced Human Resources Module

Turnkey provides NAV4HR, an enhanced Human Resources module for Microsoft Dynamics NAV (Navision), which integrates with our Navision Payroll NAV4PAY and includes links into Microsoft SharePoint Portal (at additional cost) for self-service functionality.



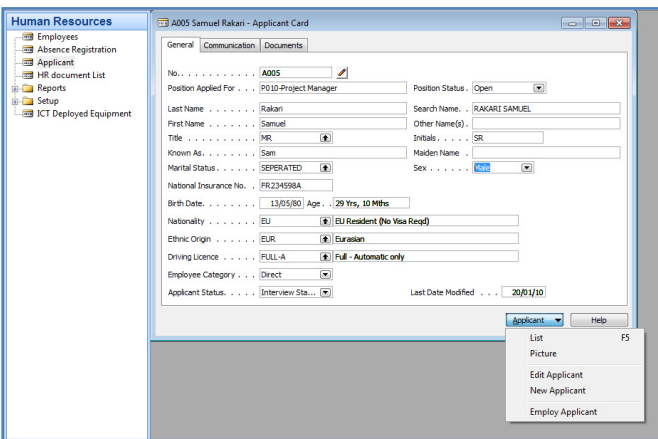
Using the base HR module from NAV, we have increased the functionality to provide the more comprehensive solution demanded by HR departments around the UK.

#### Full Applicant to Employee Process

Users can process a potential employee from initial application through interview and offer of appointment into full-time employee.

#### Functionality includes:

Stylesheets linked to the job reference and applicant status are used to generate letters inviting to interview, offering employment etc



Documents such as the application form, CV, and references are stored and transferred to the employee's HR record should he or she be appointed by the company.

A single function transfers the applicant to full time employee

Multiple contact addresses and emergency contacts

Job Details including shifts and working patterns (utilised by optional time & attendance solution)

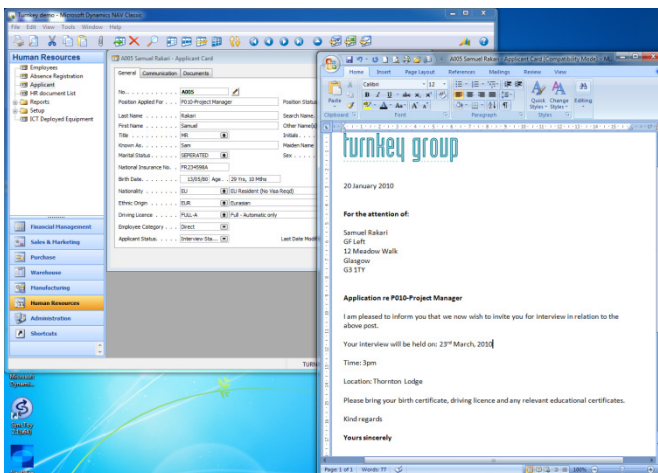
#### Retain All Records in One Place

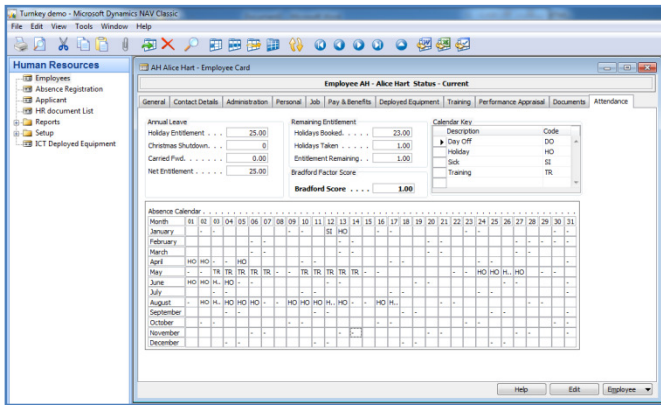
Details of deployed equipment such as phones, laptops, security keys with full history)

Training record – courses attended, dates, costs authorisation

Performance appraisals including separate appraisal and goal setting documents

Miscellaneous documents including application, appraisals, references, CVs, driving licence





## Absenteeism

Attendance record and Bradford Score calculation – users can create their own set of absence types – holiday (statutory and annual), training, sickness, compassionate leave etc – and attach a brief code to each. These populate the absence calendar to provide a visual record.

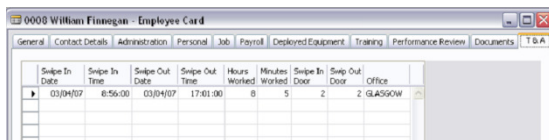
The Bradford score is calculated and provides a guide to which employees' absences require investigation.

## Quick Setup

For fast bring on of new staff, the employee quick entry screen was created to capture the minimum data necessary to manage the employee in the workplace.

## Time & Attendance

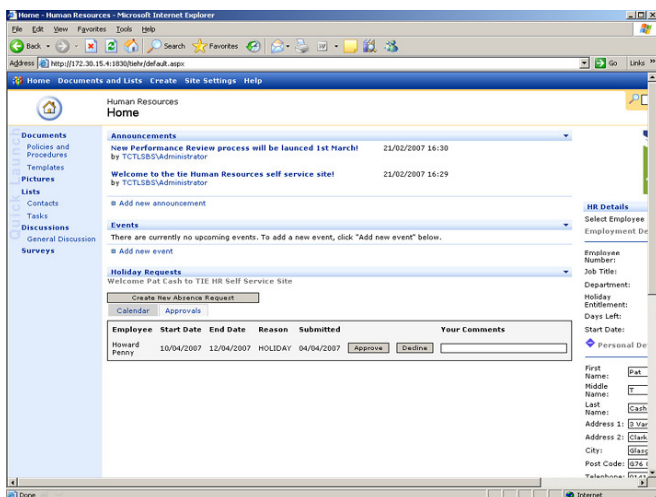
We have also linked employee log-in and outs to Time & Attendance systems with auto update of the employee records within Navision.



Various swipe cards and proximity sensors can be employed and rules applied to calculate whether employees are attending the workplace within their contracted hours of employment for the stated minimum numbers of hours. Data can be assessed and absences cross-checked to known holidays, training or sickness information. Health & Safety officers can access records of personnel by location in the event of an emergency e.g. fire, test evacuation.

The payment calculations have been automated such that the T&A system transactions provide the gross pay calculations by payment type for automatic entry to the payroll system.

## SharePoint



We have implemented SharePoint Integration to NAV4HR at a number of sites to provide self update or enquiry functionality such as:

- Users to update personal details e.g. address, bank information
- Line managers to access staff details e.g. home phone number, emergency contacts
- Users to input holiday requests, training requests, sickness etc
- Approval flow e.g. holiday or training requests approved by the line manager

Additional costs apply to deploy a SharePoint solution.

A wide variety of add-ons are available to work with the NAV4HR solution and bespoke changes to suit individual business requirements are easily made.

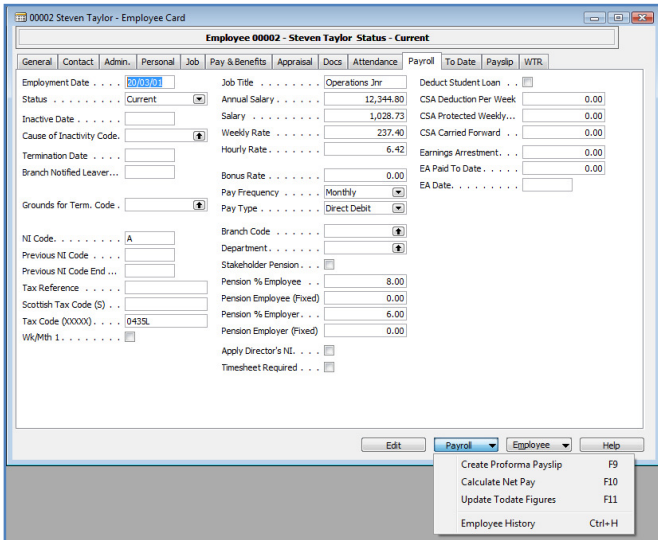
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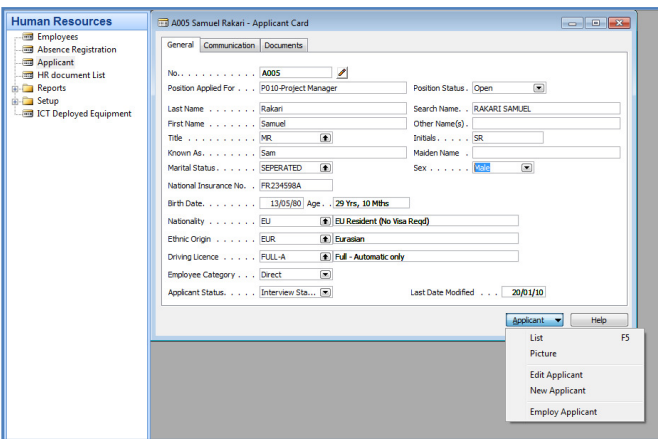
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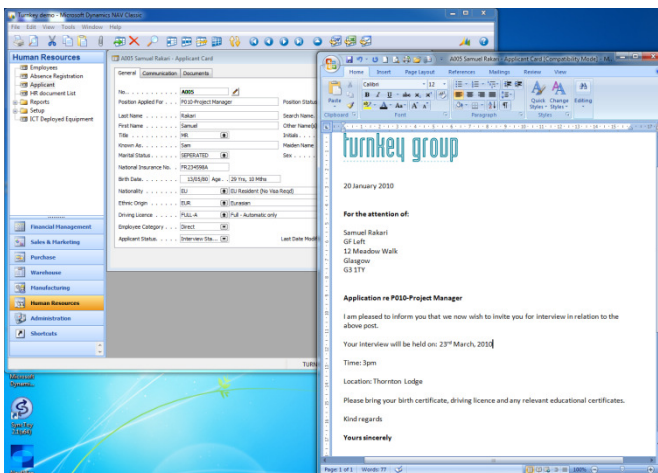
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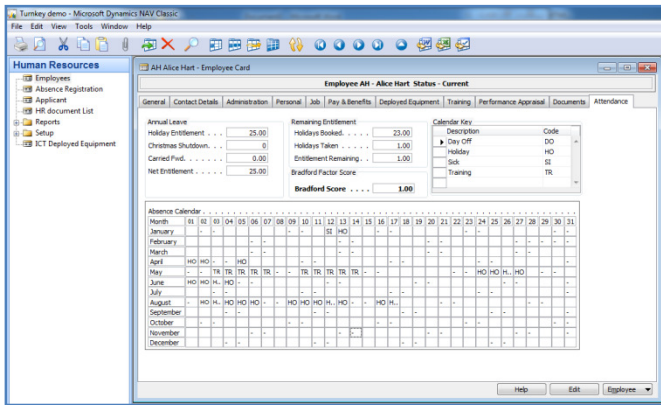
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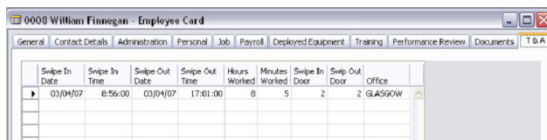
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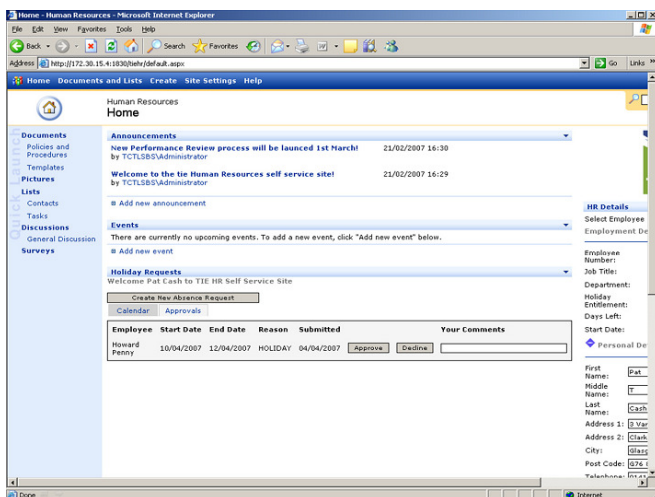
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