

## SelectPay Services Catalogue

At Access we pride ourselves on the depth and breadth of skills across our 400 certified professional services employees. These Consultants, Programme Managers, Project Managers, Trainers and Solution Architects are here to provide you with the industry expertise and product best practices that help you deploy, adopt, operate and integrate our market leading software applications. Either on-premise, or in the Cloud. Our Professional Services teams help hundreds of customers like you, every week, to improve their productivity, increase their efficiency and ultimately provide them with the freedom to do more.

### Day Rate Service options

Service	Description	Customer Outcome	Pricing
<b>Days Consultancy</b>	Up to 6.5 hours consultancy per day, delivery methods of remote or on-site agreed ahead of work commencing	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
<b>Remote Consultancy</b>	Up to 3 hours remote consultancy	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
<b>Project Management</b>	Time to manage the timings of the project to provide an update on progress that has been made and ensure everything is on track.	Professional Project management providing clients to support they require to implement their projects successfully	per day
<b>Solution Architect</b>	Time to create technical solution design and integrations for complex, multi-product, multi-department solutions	Minimised risk for highly complex, large scale projects	per day
<b>Programme Management</b>	Time to drive and own the coordination of complex, multi product, multi department projects involving one or more Project Managers	Minimised risk for highly complex, large scale projects	per day

### Implementation Services

Service	Description	Customer Outcome	Pricing
<b>Data Migration</b>	Using the standard Importer Tool to complete data migration either during the implementation or as a secondary import	Import of data into SelectPay with export results	Per Day
<b>SelectHR Integration Switch on</b>	Setting up of the integration between SelectHR and SelectPay.	Integration switched on. Screen shots of completed mapping	Per Day
<b>SelectHR to SelectPay Pension Set up</b>	Through discussion we will review current set up of pension schemes and set up within SelectHR and map the integration	All suitable pension schemes will be mapped and set up in SelectHR and set up for integration and use with SelectPay	1 day
<b>Parallel Run assistance</b>	We will provide remote assistance to advise customers on any parallel run issues they may have	Assistance on the resolution of parallel run issues	0.5 - 1 day
<b>SelectHR for SelectPay Users</b>	A refresher course designed to help users learn how to make process changes in SelectHR for the smooth running of a payroll	Customer will know how to use the career history changes, appointment records and other general changes which are required for payroll running	1 day
<b>SelectPay Audit Review</b>	An audit of the sign off and pay run process. We will review the current processes and discuss options of any changes	A document outlining the findings of the review and suggested enhancements with estimated effort required and plan	4 days
<b>Pay Element Set Up</b>	Creation of a pay element within SelectPay and SelectHR and mapping	Set up of pay element in SelectPay and SelectHR and mapping in the integration	-
<b>TUPE Transfer (HR and Payroll Set up)</b>	Mini project of a TUPE transfer with employees coming in to SelectHR and SelectPay	Set up of both SelectPay and SelectHR up to the point of the first Go Live	7 days
<b>Costing and Nominal Review</b>	A review of the current set up of the nominal review including information from SelectHR where required. Options for improvements	Document outlining suggested changes and build	1 - 3 days
<b>Payroll SE upgrade</b>	Upgrade of PayrollSE database and integration. Review of the existing reports. Parallel Runs where required	Set up and upgrade of new SelectPay database and assistance during parallel runs	10 days
<b>Payroll Year End</b>	Run through of the Payroll Year End process	Completion of Payroll Year End	1 day
<b>SelectPay Upgrade</b>	Upgrade to the latest version of SelectPay (non hosted). HR integrated sites will require a full day. Clients with additional modifications will require a separate process	Upgrade of SelectPay and continuation of HR integration where required	0.5 - 1 day
<b>New PAYE set up</b>	Mini project to assist in the setting up of a new PAYE reference and transfer of staff including the impact on SelectHR.	New PAYE set up, New payrolls created, new appointment and career records, employees loaded into SelectPay	5 days
<b>Pension Control data review</b>	A review of the pension control table within SelectPay and suggested changes to improve its use	Pension control reviewed with action plan and suggested timescales	1 - 3 days
<b>New Pension Scheme Set up</b>	New Pension schemes set up in SelectHR and SelectPay, integration switch on. If required data migration (additional time to be reviewed)	New pension schemes	1 - 2 days
<b>Payrolling Benefits and P11D incl HR</b>	Population of Payrolling benefits and set up in SelectHR, creation of a data extract to assist in the creation of the new records in SelectPay (not through integration but via import)	Payrolling benefits in SelectPay and Benefits in SelectHR	2 days
<b>P11D processing</b>	Overview of the P11D process and where required importing	Understanding of the P11D process, additional day available for Import	1 - 2 days (import dependant)

### Advisory and Adoption Services

Service	Description	Customer Outcome	Pricing
<b>HMRC discrepancy data provision</b>	Provision of data from within SelectPay to assist customers in answering questions to HMRC	Provision of data only	1 day
<b>SelectPay Refresher Training</b>	Overview of SelectPay, including company details, run payroll, pension control, sickness and P11D	An understanding of key areas of the payroll system	1 day
<b>SelectPay Utilities Training</b>	Specific training on the utilities area of SelectPay, bulk import pay details, leaver wizard and gross to net	An understanding of the utilities section of the payroll system	0.5 Remote
<b>SelectPay Importer Training</b>	Training on the SelectPay Importer	An understanding of the importer	1 day Remote
<b>Access Report Writer Training</b>	Access Reporter Writer Training	An understanding of the Access Reporter Writer	1 day Remote
<b>LGPS and TPS Module Training</b>	Overview of the LGPS and TPS set up in the system including the integration with SelectHR	Confidence in Pension set up in SelectPay and for the information to be showing in SelectHR	1 day Remote
<b>SelectPay Health Check</b>	A review of the current set up of a SelectPay payroll, including reviewing a payroll run and review of nominals, pension set up and general use of the SelectPay system	A document outlining the findings of the review and suggested enhancements with estimated effort required and plan	Varies
<b>New Features Training</b>	Following an upgrade, learn about what new features we've added to the system to assist the changing needs of business	Moving the system to use the new standard functionality and away from configured for ease of upgrade	Fixed Price

### Mission Critical Services

Service	Description	Customer Outcome	Pricing
<b>Backup/restore strategy review</b>	An audit to review the physical backup and ability to restore those backups in the event of a system failure, failed upgrade, database corruption, or cyber attack.	Minimise the risk of one losing access or historical data of one of your core business applications	Fixed Price
<b>Disaster Recovery review</b>	Consultant will create implementation / disaster recovery documentation based on clients specific environment. Server names and full plan included. Please note that Access offers a DR service (even if your solutions are not hosted by Access) – please speak to your Account Manager for more information	Offers client peace of mind that at the point of disaster, they will have a plan of action to get them back up and running with minimal fuss	Fixed Price
<b>Emergency Payroll run assistance</b>	We can provide assistance in payroll run in an emergency although the client will still require an on site resource to actually run the payroll	Creation of BACS file for a payroll run	As required

## Development and Integration Services

Service	Description	Customer Outcome	Pricing
<b>Bespoke Payslip</b>	Creation of bespoke Payslip as required by the customer	Customer will have 2 versions of the payslip one reprint (which will be viewed in SelectHR) and one print	<b>Fixed Price</b>
<b>Bespoke Report Writing (non APS only)</b>	We will work with your payroll and other team members to create reports as required for SelectPay	New Reports with documentation on the provision and upkeep for future reference	<b>Fixed Price</b>
<b>AOI SelectPay Specific</b>	Training of the AOI application including how to extract data	Confidence in the ability to extract data from SelectPay. Additional SQL views can be created if requested at additional costs	<b>1 day</b>