

## PAYROLL SERVICE DEFINITION

Task	MP, AP, Att, EP		DEFINITIV		Comment
	Fully Managed Payroll		Managed Payroll		
	Access	Customer	Access	Customer	
<b>Statutory Compliance</b>					
Maintenance of statutory payroll tables	✓		✓		
Maintenance of other payroll background tables	✓		✓		
Agree Annual Processing Timetable	✓	✓	✓	✓	
<b>System Administration</b>					
Manage users, roles & permission set up		✓	✓		
Ongoing user maintenance	✓			✓	
Management of any API connections		✓		✓	
Additional locations, department, project set up, roles, pay policies, provision policy	n/a	n/a	✓		
Ongoing maintenance of above sections	n/a	n/a		✓	
New pay items, award additions & changes	C		C		<i>Scoped via change control</i>
Management of team rostering, org chart, qualifications, announcements & branding	n/a	n/a		✓	
New pay items, award additions & changes	C		C		<i>Scoped via change control</i>
Management & provision of timeclock devices	n/a	n/a		✓	
Management of grace period settings (timeclocks)	n/a	n/a	✓		
Work restriction maintenance	n/a	n/a	✓	✓	
<b>Data Input</b>					
Input of starters and leavers	✓		C	✓	
Input permanent data changes	✓		C	✓	
Input temporary data	C	✓	C	✓	<i>Customer to key (excludes MP) or template provided for bulk entry by Access</i>
Timesheet entry, updates & approval		✓		✓	
Management of rosters & work schedules		✓		✓	
Annual Salary uplift/increases	✓		C	✓	<i>Customer to key (excludes MP) or template provided for bulk entry by Access</i>
Superannuation / KiwiSaver contributions	✓		✓		
Pay Review - Back pay calculations	C	✓	C	✓	<i>Chargeable if not driven by system effective date</i>
Employee Tax declaration input	✓		✓		
Annual uplift to pay awards	C	✓	C	✓	<i>Customer to key (excludes MP) or template provided for bulk entry by Access</i>
Changes to pay awards	C		C		
Split Costing (employee costings across multi cost centres)	C		C		<i>Scoped via change control for multiple changes</i>
Input absences		✓		✓	<i>Customer to key (excludes MP) or template provided for bulk entry by Access</i>
Calculate leave	✓		✓		<i>Based on system configuration</i>
Calculate redundancy payments	C	✓	C	✓	
Process redundancy payments	✓	✓	✓	✓	<i>Chargeable if not provided in standard template</i>
After leaving payments – additional via supplementary run	✓	✓	✓	✓	
<b>Processing</b>					
Processing of court order garnishee	✓		✓		
Carry out standard exception checks	✓		✓		
Produce payroll check reports	✓		✓		<i>Standard suite only</i>
Produce non standard payroll reports	C		C		
Process late data	C		C		<i>Following second run of payroll reports</i>
Ad hoc/off cycle pay run	C		C		
Payroll check & approval		✓		✓	
Create ABA file for processing or TNA banking option	✓		✓		
Create 3rd party ABA files	✓		✓		<i>Additional charged levied on MP product due to manual requirement</i>
Beam / Super clearing house	C		✓		<i>Some charges apply</i>
Super resubmissions	✓	✓	✓	✓	
Period end reconciliation	✓		✓		
Produce standard payslips	✓		✓		<i>Online or email payslips only</i>
Produce standard GL / Journal	✓		✓		<i>Chargeable if non standard output</i>
Production of separation certificate	C		C		
Run provision policies report & reconcile (Payroll Tax)		✓		✓	
Payroll Tax lodgings		✓		✓	
<b>BANKING</b>					
Internal audit of banking submissions	✓		✓		
Set up of TNA facility	✓	✓	✓	✓	
<b>Year End</b>					
Reconciliation of year end	C		C		
Finalisation of STP (update event)	C		C		<i>Final Event Reconciliation</i>
<b>Enquiries (within scheduled timescales)</b>					
Queries from agreed customer representative via email, collaborate or telephone	✓	✓	✓	✓	
<b>Service Review</b>					
Quarterly telephone Service Review with payroll executive	✓	✓	✓	✓	