

Service Overview

FlightPath for SelectPay

Together we'll land this implementation



FlightPath your Access software journey

We believe wholeheartedly that the functionality that our software offers our customers is very important, but it is only half of the value equation, how the system is rolled out is critical if full value from your new investment is to be achieved.

We also know that you may view new software implementations with some trepidation and many customers can find this period daunting. In fact, for some customers, this may be the first software roll out they have managed. We recognise this and we have designed our best practise, remote-first implementation services to help ensure you have a great experience and are looked after along the way, so that the whole process is less daunting... this is our FlightPath implementation approach.

Seamless implementation, delivered 100% remotely

Our FlightPath services have been designed to be remote-first, providing you with an improved low-risk implementation journey, no matter how your organisation is structured or wherever your employees are working.

We use video technology to facilitate face to face contact, so you still get the hands-on benefit of working with an Access expert and our years of software deployment expertise. We have also invested in product e-learning, so your users can learn our products at their own pace.

Our remote-first approach means that you have regular, accessible communication with us to keep you on track at every step of your journey and that your software can be delivered flexibly to suit the needs of your organisation and employees.

All our FlightPath consultants and on-boarders are not only certified in our products, they are also trained and certified in our remote-first FlightPath implementation methodology, including training in effectively delivering remote customer projects.

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Our Flightpath implementation was top notch, our expectations set at the beginning of the project were met and we felt well supported throughout.

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FlightPath: your six-stage journey to success

We'll be sending you regular updates to keep you on track and ensure it is clear where you are on the journey - every step of the way.



6. Review

Check-in to see how you are progressing

5. Launch

Get the product into your colleagues' hands

4. Validation

Ensure all is working to your expectation

3. Learning

See what the product can do and train your colleagues

2. Preparation

Configure your systems in readiness

1. Getting started

Familiarise yourself with the process and product

You have control, but we are never far from your side.

Each FlightPath implementation programme from Access follows a well- defined journey with key milestones. These milestones represent – at a high level – the individual phases of your implementation journey. We'll be using these milestones to help us both track and communicate progress towards successfully launching to your users. Our aim is to give you value from your investment as quickly and as fully as possible. Using our years of software deployment expertise, we have defined the FlightPath methodology. This is a journey based on best practice and designed to deliver timely value to you and your colleagues. And while it is ultimately your journey, we are here to support you all along the way.

Clear roles and responsibilities

At the 'Getting Started' milestone phase, you will receive a Welcome Pack. In here you'll find clarity on roles and responsibilities. What you'll need to do, and what we will do. Crucially our FlightPath approach also clarifies our joint expectations, helping us both understand the process that we will jointly commit to, in order to successfully launch your chosen software to your end-users in a timely and efficient manner.

Your onward journey

Even when your implementation has successfully landed, and you are in a position to go live with our software, we will ensure that you are successfully transitioned to the care of our Success Team.

The Success Teams include our support colleagues and Customer Success Managers and will be available to support you as you use your software and realise the benefits of your investment in your Access Solution.

To ensure The Access Group can continue to support all our products, we have made sure 100% of our support teams can work securely and seamlessly from home. We have increased the capacity of our telephone system so support teams can be contacted wherever they are working using our usual support phone numbers.

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Sarah was an amazing coach and support throughout our Flightpath implementation - her help in getting this module off the ground was invaluable.



FlightPath for Access SelectPay

The tables below summarise what's included within the FlightPath packages. We will help you choose the package that's right for you but please review this table to ensure your understanding.

FlightPath A	FlightPath B	FlightPath C
Estimate Project Duration 3 – 5 months Estimated time from customer 18 days	Estimate Project Duration 3 – 5 months Estimated time from customer 25 - 35 days	Estimate Project Duration 4 – 6 months Estimated time from customer 60 days
Overview Implementation of Pay to simplify and process your payroll function. This path way is designed for smaller clients with a single PAYE and monthly pay frequency. The system comes with over 50 pre-built pay elements. Clients can opt for either processing via our bureau service or in house.	Overview Implementation of Pay to simplify and process your payroll function. This path way is designed for small to medium sized multi-site environments with either multiple PAYE references or pay frequencies. The system comes with over 50 pre-built pay elements. In addition, as part of the initial implementation a further 10 can be added if required. An additional data load is added into the implementation plan prior to go live. Clients can opt for either processing via our bureau service or in house.	Overview Implementation of Pay to simplify and process your payroll function. This path way is designed for medium to large sized multi-site environments with multiple PAYE references or pay frequencies. The system comes with over 50 pre-built pay elements. Additional scoping will be taken to enable further pay elements if required. TPS and LGPS and SelectHR Timesheet integration is included. An additional data load is added into the implementation plan prior to go live. Project Governance is included within the package. Clients can opt for either processing via our bureau service or in house.
FlightPath Content Implement core payroll processes including: Employee management, Auto enrolment processing, payroll processing, 50 pre-configured pay elements, sickness processing, pension reporting, OSP and OPP payments, nominal reporting, bulk variable import, Net to Gross payments and HMRC communication tools. Single PAYE and pay frequency	FlightPath Content Implement core payroll processes including: Employee management, Auto enrolment processing, payroll processing, 50 pre-configured pay elements, sickness processing, pension reporting, OSP and OPP payments, nominal reporting, bulk variable import, Net to Gross payments and HMRC communication tools. 10 additional pay elements. Multiple PAYE and pay frequency	FlightPath Content Implement core payroll processes including: Employee management, Auto enrolment processing, payroll processing, 50 pre-configured pay elements, sickness processing, pension reporting, OSP and OPP payments, nominal reporting, bulk variable import, Net to Gross payments and HMRC communication tools. 10 additional pay elements. Multiple PAYE and pay frequency, integration with SelectHR Timesheet Module, Project Governance
Included FlightPath Services Key services delivered include Welcome Meeting, remote sessions to train you in key elements of the system and prepare you for go live. Online videos to provide further instructions on particular topics. Data migration of current employee data. No Project Management. 1 LMS user	Included FlightPath Services Key services delivered include Welcome Meeting, remote sessions to train you in key elements of the system and prepare you for go live. Online videos to provide further instructions on particular topics. Data migration of current employee data. Secondary migration for YTD prior to go live. 3 LMS users	Included FlightPath Services Key services delivered include Welcome Meeting, remote sessions to train you in key elements of the system and prepare you for go live. Online videos to provide further instructions on particular topics. Data migration of current employee data. Secondary migration for YTD prior to go live. Project Management and Governance. 5 LMS users
Addition Services available Additional user training. Additional modular training. Additional data migration loads for pre go live YTD. Additional Pay elements	Addition Services available Additional user training. Additional modular training. Additional data migration loads for pre go live YTD. Additional Pay elements	Addition Services available Additional user training. Additional modular training. Additional data migration loads for pre go live YTD. Additional Pay elements

Greater detail can be found in the tables on the following pages.

Product features included per FlightPath package for Access SelectPay

Feature	Summary	FlightPath A	FlightPath B	FlightPath C
Employee Management	Manage employee personal and pay information	●	●	●
Run payroll	The run payroll process enabling you to process your employees pay	●	●	●
Gross to net Payments	Payments can be created which will “gross up” a payment to a specified amount	●	●	●
Supplementary Runs	After your main payroll run you can create additional payroll runs to make further payments	●	●	●
Auto enrolment calculations	The system will calculate which employees need auto enrolling or postponement	●	●	●
BACS file creation	17 different BACS file types so you can send payments to employees and third parties	●	●	●
Pre-configured Pay elements	Over 50 pay elements pre-built covering the majority of payroll processing needs	●	●	●
Bulk import pay details	A csv import wizard enabling creation of bulk importing of pay elements into the pay cycle	●	●	●
HMRC Communications	A process enabling you to download communications from HMRC and apply them to employees.	●	●	●
TPS Pension Schemes	Set up of the TPS (English) pension scheme in the system and use of the banding wizard			●
LGPS Pension Schemes	Set up of the LGPS pension scheme in the system and use of the banding wizard			●
SelectHR Timesheet Integration	Creation of new pay elements for use with the data coming through the integration of SelectHR Timesheet module	○	○	●
Multiple databases for use with multiple PAYE	Creation of multiple databases or frequencies		●	●
Multiple Database file submission	Set up of databases to make a master database file submission to HMRC		●	●



Optional Extra

Implementation Services included per FlightPath package for Access SelectPay

		FlightPath A	FlightPath B	FlightPath C
Project Initiation Meeting	Your on-boarder will contact you to familiarise you with the journey and SelectHR	●	●	●
Project Kick Off Meeting	An in depth remote meeting to discuss project milestones, goals and governance	○	●	●
Regular Project Check In	Your Project Sponsor will make regular monthly calls throughout the project	○	○	●
Installation of your solution	We install your solution.	●	●	●
Additional Pay element build	We will complete the build of up to 10 pay elements to your specification. Including building in SelectHR if required and mapping in the integration.	○	●	●
Scoping	We will scope additional pay elements in order to meet specific requirements of your business	○	○	●
Introduction to SelectPay	A course designed to introduce you to key concepts of the background payroll build and complete elements of this on the day for one PAYE reference.	●	●	●
Scoped requirement Build	We will complete any build we have scoped ensuring it has been tested prior to your UAT. This will be built on a time and materials basis	○	○	●
Data Load	You send us your data in the required format, and we will load into your system	●	●	●
Data check	We will export your data into an excel file so you can compare against the company YTD totals before we commence parallel runs	●	●	●
Parallel Run Assistance	We will show you how to run the payroll and the process of a parallel run aiding you on balancing your payrolls	●	●	●
Re Migration of YTD	We will reload your YTD information into the system prior to go live ensuring your YTD information is as per your live payroll	○	●	●
Go Live Assistance	We will switch on RTI and go through the BACS file submission process	●	●	●

Addition Services available for SelectPay

On top of the services included within the standard FlightPath packages, the table below highlights the additional value-added services that our consulting teams can provide. Please take some time to review these.

Additional modules and Apps Overview Training

TPS	Set up of the TPS (English) pension scheme in the system and use of the banding wizard (Teacher's Pension Scheme)
LGPS	Set up of the LGPS pension scheme in the system and use of the banding wizard (Local Government Pension Scheme)
SelectHR Timesheet Integration	Creation of new pay elements for use with the data coming through the integration of SelectHR Timesheet module
Post Go-Live Review	A month following go-live, sit down with your lead consultant to ensure that you are maximising your use of the solution

Additional Related Training

Payroll Year End Training	Training on the Payroll Year End Process
AOI	1 day installation and set-up of AOI. Half day to deliver training covering how to use existing views and create sample templates
P11D	Training on the use of the P11D module.

Additional Services – Time and Materials basis

Configuration as a service	We will scope specific requirements you may have producing a confirmation of requirements for the area of the system and then build to your signed off requirements
Additional Pay Element Build	We will build pay elements following completion of a requirements document and build within SelectHR if required and map in the integration
Additional YTD Data Load	We can load or reload additional YTD data into the system to enable a smoother and faster transition to live payroll
Report Writing	Following a confirmation of your reporting requirements we will create a bespoke crystal report (not available for bureau clients) or AOI report
Additional User Training	We will provide generic additional user training for users of the system
Bespoke Payslip	We will create a bespoke payslip for your system either printed or for use with SelectHR
Integration	We will scope your requirements for an integration determining the best delivery method producing a requirements document and building to meet these



About The Access Group:

The Access Group has been recognised in The Sunday Times Tech Track 100 in 2019 and is a leading provider of business software to mid-sized UK organisations. It helps more than 32,000 customers across commercial and not-for-profit sectors become more productive and efficient. Its innovative Access Workspace cloud platform transforms the way business software is used, giving every employee the freedom to do more.

Established in 1991, The Access Group, with an enterprise valuation of over £1billion, employs more than 2,300 staff.

For more information about The Access Group, visit: www.theaccessgroup.com

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