

# Templa-CMS Payroll

Well supported, modern and  
specifically designed for the  
Contract Cleaning Industry



## EFFECTIVE PAYROLL IS KEY FOR BUSINESS GROWTH

For a cleaning company, managing the process of paying your staff is vital. The nature of the business means there are a large number of cleaners, geographically spread across **various sites**, who all expect to get paid the right amount, on-time!

If processing your Payroll is very labour intensive, then adding more contracts (and therefore cleaners) to your business means more administration, possibly more staff. However, if your business has effective systems in place to automate the process, it has the ability to take on more contracts and grow.

Templa-CMS Payroll is a **modern, well supported, HMRC compliant** system designed specifically for contract cleaning companies. It includes, as standard, the features cleaning companies need from their Payroll system and much more!

## THE CHALLENGE

### 1-DATABASE

Cleaning companies have frequent and high volume pay-runs. As a result, the database your Payroll system uses is very important. Many systems on the market today rely on proprietary databases which can cause problems such as:

- Data corruptions · Slow processing · Slow reporting · Database Purging/Deletion · Lack of integration · Little flexibility

### 2-TIMESHEET DISTRIBUTION

To ensure your payroll is accurate and your staff get paid the right amount, timesheets have to be distributed to site managers for amendments. Timesheets must include customer/site details, the list of cleaners and their contracted hours. Most systems on the market do not cater for automatic timesheets creation and those that do require them to be printed and manually distributed. For a contract cleaning business this causes problems such as:

- Large volume of paperwork · Payroll errors · Labor intensive processes · Lack of visibility · Lack of reports

### 3-TIMESHEET COLLECTION

Amended timesheets are sent to the payroll department for processing. Large volumes of paperwork have to be reviewed, interpreted and rekeyed in a very short time, and always working within the constraints of a BACS deadline. This process is prone to problems such as:

- Payroll errors · Delays · Lack of time for Variance Analysis before the Payrun · Lack of reporting & visibility

### 4-WAGE VARIANCE ANALYSIS

All contracts must ensure they are meeting budget and any that are not, must be immediately identified. With wages representing around 80% of the companies costs, accurate Wage Variance Analysis must be performed. With the overheads incurred during the timesheet collection process, payroll and finance staff do not have the time to do this effectively prior to paying cleaning staff. Resulting problems include :

- Staff paid incorrectly · Errors · Underperformance on contracts · More time spent fixing problems

## IS YOUR PAYROLL RELIABLE?

Using a reliable Payroll system which is fully HMRC compliant and updated in a timely fashion with all the legislative changes, is vital to any business. When that business has as many employees as a contract cleaning company it becomes critical.

Templa-CMS **Payroll** uses a standard Payroll engine which is used by over **10,000 companies in the UK**. This means the solution is reliable and will always be kept up to date with legislation.

## THE SOLUTION: TEMPLA-CMS PAYROLL

1-MICROSOFT SQL SERVER & .NET - *means a system designed for longevity*

Templa-CMS **Payroll** is a modern solution which utilises the latest technology to deliver the power and flexibility cleaning companies need for efficient Payroll processing. The SQL server at the heart of our solution ensures your company can increase the number of cleaning staff hugely without any system growth problems. The .NET platform also delivers the flexibility needed to: **Integrate to other systems, run the software over multiple sites or change the screen layouts to suite your processes.** Other benefits include:

- **Fast transaction processing** · **Flexible reporting** · **No data corruptions** · **No data volume issues** · **Room to grow**

2-eTIMESHEETS - *means less paperwork*

Templa-CMS **Payroll** produces an electronic version of the timesheet which can be viewed and amended online by site managers. The system can deliver timesheets via the Web (using a browsers) or via a direct link back into the Payroll system. All amendments captured online are instantly updated to the Payroll and this provides your staff with more time to ensure the Payroll is processed correctly. The key business benefit: **It provides your business the platform needed to grow, without adding more administration.** Other benefits include:

- **Real-time reporting** · **Less paperflow** · **Less processing errors** · **Better control**

3-eTIMESHEET COLLECTION - *means more accuracy*

Templa-CMS **Payroll** provides your business the platform to integrate with **time & attendance** systems, **quickly & in a cost-effective** manner. The SQL server allows integration with all market leading solutions safely, through a standard interface directly into the database, **further automating your Payroll.** Other benefits include:

- **Less errors & delays** · **Real-time visibility of Actual, Logged & Contracted hours**

4-WAGE VARIANCE ANALYSIS - *means budget control*

Templa-CMS **Payroll** allows for 'real-time' wage variance analysis. The solution gives you a graphical, 360° reporting tool which reports on timesheets and contracted hours, from one screen. It makes reporting **Pro-Active** and ensures you react to information before anything goes wrong. Other benefits include:

- **Budgets are controlled** · **Less errors** · **More control on contract performance**

## IS YOUR PAYROLL WELL SUPPORTED?

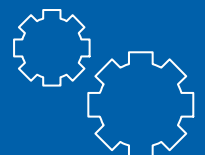
Support (telephone, internet and on-site) for a business critical application like Payroll is important. Templa employ a full helpdesk team who can deal with your enquiry in a timely manner. Many issues are resolved on the phone and if needed the ability to support the solution via the internet.

## HOW MUCH LONGER CAN YOU RELY ON YOUR PAYROLL SOFTWARE?

Software needs to adapt and change with your business to continue delivering benefits. Our **Payroll** is modern and has the ability to adapt as your business needs do and will be maintained and developed. It ensures your business can rely on a solution which won't let it down and includes regular software updates.

## ABOUT TEMPLA-CMS

Templa-CMS **Payroll** is a key module of our complete contract cleaning solution, which includes all the software elements your business needs to operate efficiently. It can run completely separate of the other modules or be a part of the overall solution. For further information or a free demonstration please contact one of our consultants.



# About Templa

## TEMPLA-CMS



**Templa-CMS** is one complete solution designed for contract cleaners, in conjunction with contract cleaners. The system delivers improvements in **efficiency, productivity & profitability**. It is designed with a '**One-Touch**' approach, for all departments, ensuring everyone always has the information they need on one screen. Most companies use multiple systems to run their operation which causes much time & money wasting. Written in the latest technology it will be a lasting solution for any contract cleaner, small or large.

## TEMPLA-ACCOUNTING



Templa specialise in the supply of market leading back-office accounting systems. We can supply an accounting package as a stand alone application or integrate it to all your business applications. This makes Templa different, we ensure that all our solutions are 'one complete' package for your business. After evaluating the market two systems were selected; **Access Dimensions & IRIS Corus**. They provide the technological advances we need to provide leading solutions.

## TEMPLA-BESPOKE



Templa specialise in providing a full range of services for bespoke application developments, from tailored packages to complete integrated system builds. This includes project evaluation, system design, programming, acceptance testing, implementation, project management, training and ongoing support. All development is undertaken within our ISO9001 and TickIT quality management environment. Applications can also be written in a variety of different languages.