



Payroll Software Support & Training

Running an efficient, accurate and timely payroll is one of the most important processes in your business. On the whole we all work to be rewarded with our salary so it is vital to a happy effective team that they get paid the right amount on time.

As with any process it takes time to get it right and for the inexperienced it can take a lot of time. The Griffins HR Team can help you:

- ✍ Improve your efficiency by finding you a payroll package that suits your business needs
- ✍ Save time by giving you access to their expert personnel
- ✍ Take the pressure off you to learn the complex payroll legislation
- ✍ Potentially save you money implementing processes that will ensure you conform to current regulations
- ✍ Motivate your team with on time payroll payments and access to professional advice

The tools the Griffins HR Team offer include:

- ✍ Advice on the best payroll package
- ✍ Training for you and your staff on your system
- ✍ Telephone and email support
- ✍ Reports containing information to help you run your business
- ✍ Tailored programmes that will help you implement and use the software

Training will be customised to your requirements – not classroom style but one to one with telephone and email support to reinforce any points.

The support programmes will be tailored to your needs but could include:

- ✍ Setup of the software - This could include company setup, employees setup, tax rates and codes entered, entering of the correct pay rates, setup of pensions, tax credits or student loans, department reporting, linking with accounting package
- ✍ Training one to one on processing the payroll - Which could cover processing payroll, entering starters and leavers, producing reports, entering adjustments
- ✍ Help and support producing year end returns - Making sure that you submit the correct year end reports, help setting up online filing

You can access over 20 years of payroll software experience - call now and spend some time with one of our payroll consultants to find the best solution for you and your business.

Griffins

IT Solutions

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