

PAYDAY CONTROLLER



Offering fully integrated:

- Timesheet generation
- Payroll processing
- Electronic wage and supplier payments
- *Web-linked telecomms solution to capture timesheet details of remote workforce (Option)*

PAYDAY CONTROLLER

An end to all wages issues

Keytime Payday Controller

Keytime Payday Controller offers an automated solution for all the key payment issues which have traditionally arisen from employing a diverse workforce.

The system offers fully integrated:

- **Timesheet generation**
- **Payroll processing**
- **Electronic wage and supplier payments**

Using Payday Controller, wages departments can now use three linked processes to:

- **Collate all timesheet information automatically**
- **Feed all data into a sophisticated payroll which calculates all variables to produce payment schedules**
- **Transfer accurate payments electronically into the employees' bank accounts**

The system eliminates all the time consuming and complex activities usually associated with payday such as:

- **Collecting cards from a clocking on machine**
- **Inputting timesheet information by hand**
- **Attempting to decipher illegible handwriting**
- **Making intricate wage calculations based on the full range of payment variables – differing rates of pay, different hours, different locations, shift pattern calculations, Tax & NI, pensions' contributions**
- **Organising wages packets – and distributing them**

For companies with remote workforces – such as contract cleaners and security guard providers – Keytime Payday Controller now offers the optional Timesheet Tracker module which automatically captures timesheet details of employees working at client locations.

With Keytime Payday Controller, skilled wages clerks will simply be required to summarise and check totals, releasing them for higher value work and drastically reducing the total cost of payroll processing.

Keytime Payday Controller – the modules

Keytime Time & Attendance

Keytime Time & Attendance is the latest and most sophisticated manifestation yet of what was first known as the 'clocking on' system.

This module ensures that all relevant information required for payday is fed into the payroll module – accurately reflecting time spent and nature of work undertaken – with the end results being:

- **No more disputes over wages**
- **No more double keying or trying to decipher handwritten timesheets**
- **Information provided in real-time**
- **The facility to adjust payments and penalties down to minutes**
- **Hourly adjustments for annual, statutory or individual holidays, sick leave, time-off or any other wage-related issues**

Keytime Time & Attendance feeds all relevant data relating to wages directly into the Keytime Payroll...

Keytime Payroll

As you would expect from a leader in payroll systems in the UK for 15 years – Keytime even helped pioneer e-filing – the payroll module to be found in the Keytime Payday Controller system is virtually in a class of its own.

This Keytime Payroll has been developed to facilitate the smooth running of any wages' department in that it automatically handles all the variables required in the calculation of wages including:

- **Time spent related to agreed rate**
- **Shift patterns**
- **Bonus payments**
- **Loan agreements**
- **Pension contributions**
- **Tax and NI**
- **Net to gross**
- **All forms of statutory pay**

From Keytime Payroll, a schedule of payments is then fed directly into the BACS IP from Keytime module...

Keytime P11D

Sharing the same look and feel as Keytime Payroll and all other products in the Keytime compliance range, Keytime P11D used regularly ensures no last minute shocks come filing time.

Keytime P11D guarantees you will know your Class 1A NI liability at all times, eliminating the usual stress associated with deadlines and eradicating the risk of fines of up to £3,000.

Complete your return automatically with a range of features including

- Full calculation of taxable benefit
- Fast location of relevant forms for each employee
- On-line help with questions and forms
- Facility to print coloured P11Ds to Revenue standard

BACS IP from Keytime

BACS IP enables users to pay employees' wages directly into their respective bank accounts electronically.

As such it sees an end to the brown envelope containing either cash or a cheque – removing yet one more time consuming chore from a firm's wages department.

Once the schedule of payments is received from payroll, BACS IP completes the task by transferring the funds – so transforming the way employees are paid.

At the same time, BACS IP can be used to pay suppliers both at home and in the EEC in that funds can be transferred in both Sterling and Euros.

Security is not an issue in that automatic sign off procedures are in place calling on fund providers to sign off transfers using a Smartcard.

Three versions of BACS IP are available – Standalone, Bureau and Enterprise – meeting the requirements of businesses of all sizes.

Payday with Keytime – it's as easy as one, two, three – Keytime Time & Attendance, Keytime Payroll and Keytime BACS IP – all integrated into Keytime Payday Controller...

Keytime Timesheet Tracker (option)

This Web-linked telecomms solution automatically captures timesheet details of employees working at client sites.

Employees log-in, log-out via Freephone calls to the web-based time management database. The end result is that all relevant information can be downloaded directly into payroll or converted into customer invoices.

Timesheet Tracker monitors remote workforces, supports wages' payments and billing, contractual obligations and compliance.

All modules are available separately

What the end users have to say about the modules:

Time & Attendance

“Keytime is the best system on the market in our view. It has now become an integral part of our company, enabling our managers to control costs and monitor employee attendance”

– Trevor Carter, Managing Director, Bentley Textile Services

Payroll

“We would never look at using any other payroll. It is a firm favourite with us, extremely easy to use and we are more than happy with it”

– Estella Garcia, Bibendum, the Sir Terence Conran restaurant

BACS IP

“If you are looking for someone to ease you through the potential pain, you don't need to look any further than the Keytime BACS IP team”

– Louise Fox, McLoughlin & Co, Chartered Accountants

P11D

“...despite the huge price differential with apparently more sophisticated and 'comprehensive' products, P11D Calculator certainly seems to do everything required to satisfy employer reporting requirements”

– Nigel Harris of Accounting Web

TIMESHEET TRACKER OPTION

Designed for all companies who employ people working out on client sites, Keytime Timesheet Tracker not only monitors **yourguards'** activities but also automatically provides electronic timesheets which accurately reflect their activities.

The concept is simplicity itself. Your remote **guards** log in **and** out via a Freephone call and all the information is automatically captured and held on a secure web based time management database, from where it can be downloaded into payroll or invoice producing systems.

Timesheet Tracker couldn't be simpler to use:

- Your guards arrive at a client's site and log in to show they have arrived – then log-out again when the task or shift is completed
- Each member of your staff has a unique employee log-in code that is recognised by the system
- The customer site telephone number(s) is registered on the system to ensure site recognition
- Guards' whereabouts can be monitored in real time via a secure web link against site, employee or overall
- All information is transmitted to and held on a web based time management database, then can be downloaded directly into payroll, dramatically speeding up processing time and eliminating errors
- Customers can be provided with access (on a restricted, need-to-know basis) to a web link allowing them to view activity in respect of their specific location.

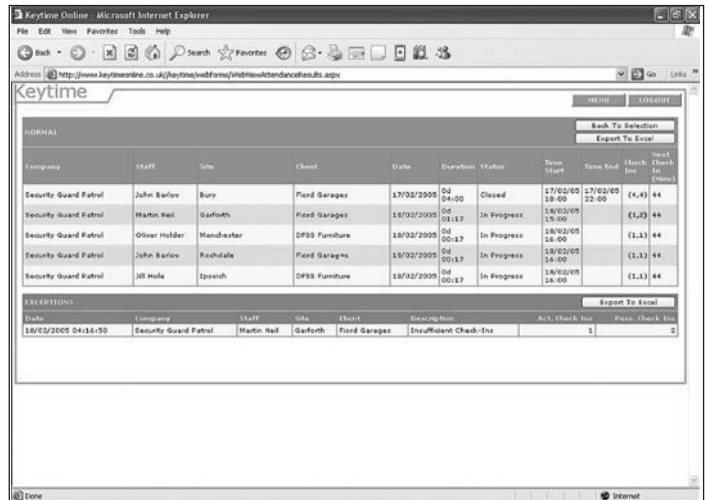
The business benefits of Timesheet Tracker are that it offers:

- An unrivalled multi-site operational tool
- Accurate electronic timesheets – on time, every time – with no more deciphering of handwritten timesheets or having to key in information
- Timesheets that truly represent work done in that they cannot be doctored
- Information to support billing, contractual obligations and Health & Safety requirements
- Integration with leading payroll packages

As an operational tool, Timesheet Tracker provides a supervisor with :

- Complete visibility of who is on site and where
- Alerts, when a guard fails to log-in or log-off
- Details of absenteeism

Timesheet Tracker – your view of the operation

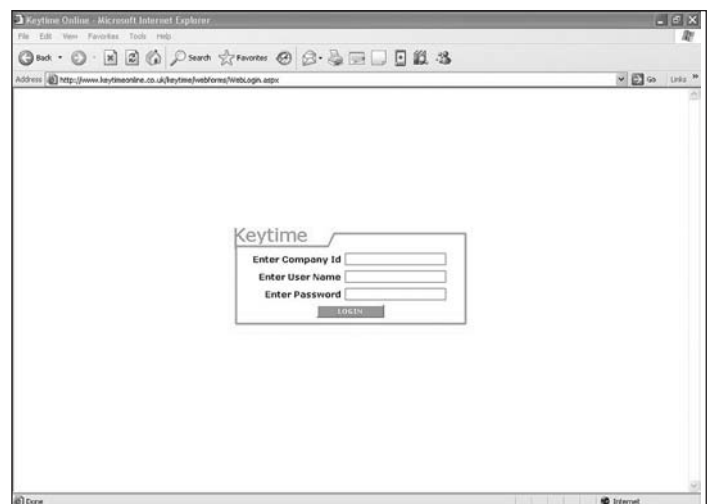


The screenshot shows the Keytime Timesheet Tracker interface in a Microsoft Internet Explorer browser. The page displays a table of timesheet entries under the heading 'NORMAL'. The table has columns for Company, Staff, Site, Client, Date, Duration, Status, Time Start, Time End, Check In, and Check Out. Below the main table, there is an 'EXCEPTIONS' section with a table showing dates, companies, staff, sites, clients, descriptions, and check-in/out counts.

Company	Staff	Site	Client	Date	Duration	Status	Time Start	Time End	Check In	Check Out
Security Guard Patrol	John Barlow	Bury	Ford Garages	17/02/2009	04:00	Closed	17/02/09 18:00	17/02/09 22:00	(4,4)	44
Security Guard Patrol	Martin Hall	Garforth	Ford Garages	18/02/2009	04:00	In Progress	18/02/09 15:00		(1,0)	44
Security Guard Patrol	Oliver Holder	Manchester	DFSS Furniture	18/02/2009	04:00	In Progress	18/02/09 14:00		(1,1)	44
Security Guard Patrol	John Barlow	Aschdale	Ford Garages	18/02/2009	04:00	In Progress	18/02/09 14:00		(1,1)	44
Security Guard Patrol	Bill Hole	Spewth	DFSS Furniture	18/02/2009	04:00	In Progress	18/02/09 14:00		(1,1)	44

Date	Company	Staff	Site	Client	Description	Act. Check In	Miss. Check In
18/02/2009 04:14:50	Security Guard Patrol	Martin Hall	Garforth	Ford Garages	Insufficient Check-In	1	2

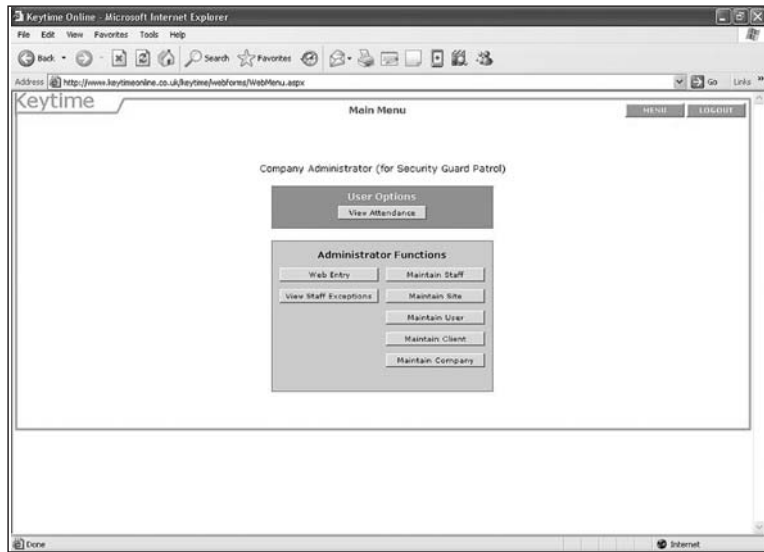
The 'log-in', 'log-out' by telephone updates the web page in real time showing you the location of employee, time started, duration of time on site and time finished. Selection boxes at the top of the page allow you to filter and interrogate system on 'Client', 'Site', 'Staff' and 'Date'



The screenshot shows the Keytime Timesheet Tracker login screen in a Microsoft Internet Explorer browser. The page features a central login form with the following fields: 'Enter Company Id', 'Enter User Name', and 'Enter Password'. A 'LOGIN' button is located below the password field.

Entry to the site is achieved through a simple 'log-in' screen

Keytime Timesheet Tracker – the ultimate way to monitor activities of remote staff and produce their timesheets electronically.

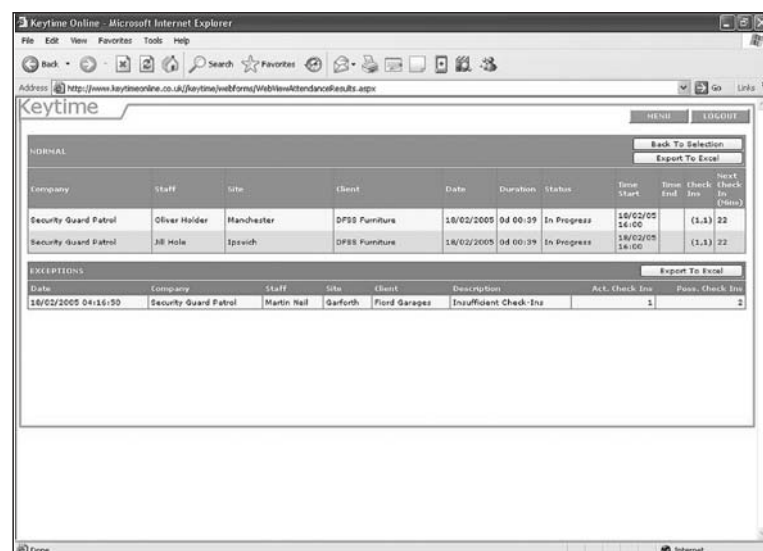
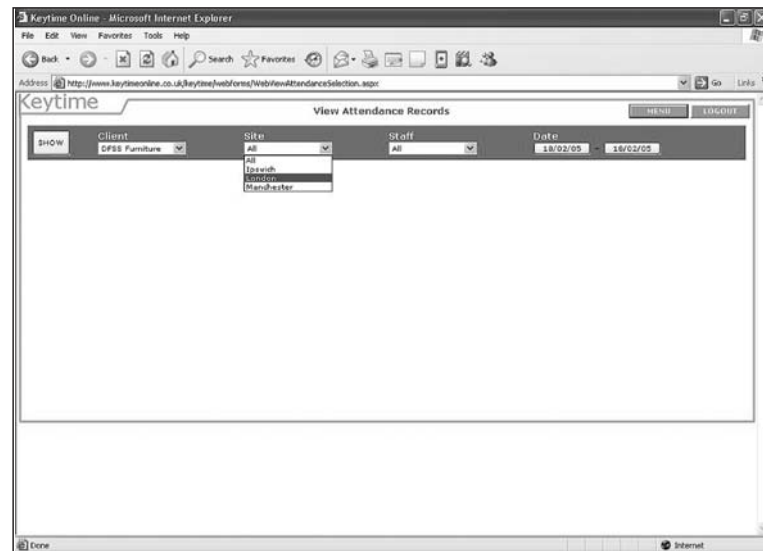
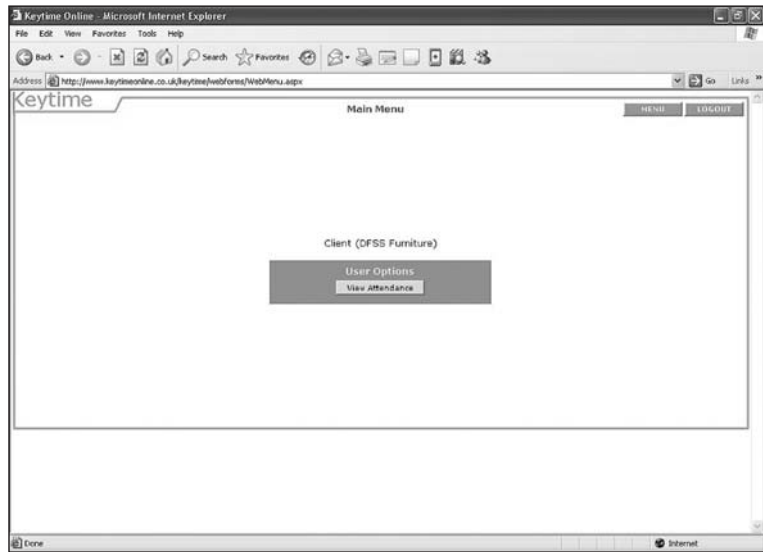


Once in the site, users can perform standard tasks such as adding staff, adding clients and sites . . .

'User Options' (available to all users) enables users to 'View Attendance' which, in turn, provides a real time view of all staff and sites. This 'view' can be exported into Microsoft Excel and then imported into leading payroll packages (including Keytime and Sage).

'Administrator Functions' (available to administrators only) opens up:

- 'Web Entry' – enabling a manual posting via the web site and can be used when someone has forgotten to log-in while on site
- 'Maintain Staff' – allows an administrator to add staff and allocate unique pin numbers
- 'Maintain Client' – add, edit or remove clients
- 'Maintain Site' – add sites or multiple sites to one client
- 'View Staff Exceptions' – view exceptions that have been triggered – ie insufficient check in calls
- 'Maintain User' – add users to the system such as operations managers or site supervisors – also client users where required



Monitoring attendance using Timesheet Tracker

FAXBACK – 0845 456 3104
Telephone – 0845 456 3103
Email – info@keytimesystems.co.uk



See full product feature list
www.keytimesystems.co.uk

Payday Controller from Keytime – request for further information

Name
Name of Company
Address
Postcode
Telephone
Fax
Email
<input type="checkbox"/> I require further information about Payday Controller
<input type="checkbox"/> Please call me to arrange an appointment
Tick where applicable



Keytime Systems
Borough Business Centre,
Neild Street, Oldham OL8 1QG
Tel: 0845 456 3103
Fax: 0845 456 3104

Email: info@keytimesystems.co.uk
Web: www.keytimesystems.co.uk

Available from
Ruskin Information Systems
21 Ruskin Close, Rugby,
Warwickshire CV22 5RU

TEL: 01788 812050 FAX: 01788 831 6868
EMAIL: pastel@ruskininfo.co.uk