

PeiOpis Plus



World Class Payroll and HR

“It’s within your reach”



PAYROLL SERVICES PNG

P.O. Box 190 Waigani

Ph: 3231920

Fax: 323 1574

Introduction

How PeiOpis works.

PeiOpis is completely flexible and easily tailored to your changing needs. We can even become your pay office and handle all payroll-related functionality. The use of electronic forms greatly reduces paperwork and generates significant savings. Interfaces to your accounting system ensure accuracy of data and reporting. Payments to internal Revenue and other third parties are simple.

PeiOpis Plus helps you remove non-core activity from your business forever.

Managing your staff to help reduce turnover, retain critical staff, ensure the appropriate staff are allocated to projects, mapping the organisation structure, managing Occupational Health and Safety issues is made simpler and easier with PeiOpis Plus.

A date-effective database means forecasting is simplified. No forgetting to pay the right rates to staff when they are scheduled to act in a different role. Back pays as a result of award changes are no longer a tedious headache.

PeiOpis Plus has the ability to handle complex general ledger requirements. The system can create both debit and credit entries as well as calculate all the on costs and post these to the relevant GL account.

With PeiOpis you have the same tools to make your Payroll and HR tasks as efficient and effective as PNG's largest enterprises. PeiOpis Plus minimises your costs to help you more effectively compete in today's market. The fees are related employees on file. They are always in line with your business activity. No wasted capital.

Payroll Processing

Employee Timesheets and Master file data is collected from the timesheets that are emailed to us or entered directly into the system by our staff. New hires and Terminations are sent to PSP for entry by our staff.

PeiOpis Plus

PeiOpis Plus generates a verification report for confirmation before you approve that your payroll is to be processed.

Upon processing, salaries will be EFT'd to the appropriate accounts and selected reports are emailed to you. Employee records are updated and electronic pay envelopes/details are accessible either by email or through the Web Self Service module.

Wages Tax and Superannuation payments will be accrued and dispersed. Please note WE DO NOT HOLD ANY OF OUR CLIENTS FUNDS. Posting is by Bank Authority.

Third Party deduction payments are easily facilitated with PeiOpis Plus. By using PNG's banking system, we can organize all third party payments with appropriate reporting, regardless of whether the recipient can accept electronic payments or not. This includes superannuation, medical, union fees, associations, social club and garnishees. After processing, a file is generated for posting to your General Ledger.

Payroll Reports

Hard copy payroll reports and wage envelopes can be printed but they use expensive space, they take time to file, they are expensive to copy and or reprint, they do not give up information easily and they are expensive to transport to various locations.

We can print files for you but PeiOpis Plus enables you to easily view and if necessary, print report information without hard copy. Reports are distributed to the right people at the right time., as well as being available to authorized staff shortly after processing is complete.

PeiOpis Plus has over 20 standard reports available to you. Your reports are delivered via email or fax. This is via our secure server to assure you of the security of your data. The server stores all process and month end reports for the entire financial year.

Two CDs (one a copy) with your information is delivered to you after year end processing.

Ad hoc Reports

Ad hoc reports can be written for you. When we generate ad hoc reports for you, they can be added to your menu and run again at anytime in the future.

Employee/Manager Web Self Service (Optional)

For any organization the employee and managers' portal Web Self Service is a powerful and effective tool. Many management tools are included to assist management in their day to day tasks. Access from anywhere you have internet capabilities means access is 24/7 anywhere.

Web Self Service allows staff to manage their own data. It also allows for electronic pay slips and leave information, along with important company information - such as corporate policies to be accessed at any time of day.

Leave applications maybe made through the portal. Once electronically approved by the appropriate manager, PeiOpis Plus ensures payment at the appropriate time. No changing of timesheets is required. This is all automatically handled by PayOpis Plus.

HR Plus - HR Processing (Optional)

The HR component provides a web based "employee-centric" approach to data management. It is an easy inexpensive upgrade to the Web Self Service component of PeiOpis Plus. Many of the processes in Web Self Service are utilised in HR Plus - saving you time and money.

This means that HR Plus is designed around the employees and managers completing as many processes as possible for themselves. PeiOpis Plus gives you control and easy access to company-wide information.

PeiOpis Plus HR components include:

- Core Personnel
- Recruitment
- Training Management
- HR Development
- Occupational Health and Safety and
- Tools for decision support, analysis and reporting.

PeiOpis Plus - Everything that is needed for helping you minimize the costs and optimize the management of your staff.