

## Payroll

### A fully featured HMRC accredited payroll system with additional functionality to make life as a payroll manager as straightforward as possible.

Flexible and easy to use, TeamSpirit Payroll can be integrated with Bond TeamSpirit's additional modules, including TeamSpirit HR, to provide a fully integrated system with a single database, ensuring no data is duplicated.



Personal	2 weekly	4 weekly pay frequencies	Yes
Directors	Directors National Insurance		Yes
Contracted-out	Pension Deductions		Yes

## Payroll

TeamSpirit Payroll differentiates itself from other payroll products by providing the user with the ability to re-run the payroll as many times as they wish, even for a single employee. The TeamSpirit Payroll module also provides integration with the HMRC for the submission and receipt of End of Year (P14, P35) and In Year (P45(1), P45(3), P46, PENNOT, WNU, P6/P6b/P9, SL1/SL2) forms.

### Benefits

- Ability to re-run the payroll as many times as you wish even for a single employee
- Built in HMRC stat checks and defaults prevent payroll and Year End issues
- Auto number routines enable you to create new employees without having to remember the last number used
- Auto email key members of your organisation regarding the start date of a new employee (e.g. HR, Office Manager, IT, Training Officer)
- Tracking of foreign worker details – auto prompting of WPS overdue forms
- Display employee photos within the employee information screens and generate mail merges
- Print employee contracts at the click of a button using Microsoft Word®
- Ability to attach external documents to an employee record which can be opened from within TeamSpirit
- Full range of Helpdesk support from experienced analysts
- Ability to automatically calculate and process statutory payments – SSP, SMP, SPP, SAP

### Features

#### General

- HMRC Accredited Payroll System
- Multiple search facility including wildcard
- Multiple pay frequencies – monthly, weekly, two weekly, four weekly, and four weekly paid monthly
- Multiple employee bank accounts
- Select employee payment method – BACS, cash, cheque, giro, autopay
- Ability to apply spinal point values and grade information
- Ability to apply multiple jobs and posts
- Statutory sick and user defined occupational sick pay
- Ability to report on all fields
- Standard reports included, plus ability to create your own reports
- Import and export facility
- Links to most major third party products including Microsoft Word® / Microsoft Excel®
- Built in mail merge routines
- Security down to field level with full audit trail including reporting and analysis
- Inbuilt Tax and NI calculators
- Links to HMRC via Internet and EDI

[See over for more >](#)

### Employee Information

- Ability to hold employee email address and multiple telephone numbers
- Place an employee on payroll hold
- Employee start date and continuous service dates
- Specify and schedule employee induction courses
- Ability to record employee specific information including job title, reporting lines, probationary periods and holiday entitlement
- Apportionment of starters' and leavers' pay by a user defined pro-rata pay profile
- Calculate FTE of an employee and pro-rata salary by FTE
- Check if employee has previously been employed
- Perform NI trace on employees for invalid, blank or temporary NI numbers
- Employee salary and career history
- Split the cost of an employee between multiple jobs and multiple locations
- Screen filtering of leavers if required
- Archive leaver functionality with exit analysis, view and reporting

### Payroll Adjustments

- View employee additions and deductions, both current and historical with P11D analysis and reporting
- User definable adjustments to cover student loans, attachment/arrestment of earnings, court orders, loans and child care support payments
- Determine adjustment amount based on employees' taxable/NI'able/pensionable or basic pay (overtime optional)
- Accumulate specific selected adjustments to show a total
- Adjustment names and amounts can be printed on payslips
- Adjustment history stores all payments and deductions for an employee for a set period of time
- Individual costs can be posted to individual account code/cost centres
- Third party payments

**Call: 01376 519413**

**email: [sales@bondteamspirit.com](mailto:sales@bondteamspirit.com)**

**[www.bondteamspirit.com](http://www.bondteamspirit.com)**

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### Payroll Absence

- View employee absence records both current and historical with analysis and reporting
- Graphical absence calendar
- Duration in days and/or hours
- Self certification form and doctor's notes tracking
- Store multiple absence types (Sick/Holiday/Paid/Unpaid/Other) and reasons codes
- Sick and holiday on screen accumulators
- Specify employee working profiles and override when needed
- Current/future employee holiday analysis/entitlement
- SSP recording and reporting facility

### Payroll Attendance

- Record attendance patterns
- Enter overtime for up to 20 different rates
- Working time directive linked to each attendance record
- Average basic hours can be calculated over a number of weekly attendance records

### Payroll Input

- Ability to repeat an employee payment from the last payroll run
- Net to gross facility

### Payroll Run and Update

- Employee payroll run selection based on division, department, payment frequency, surname, employee code
- View and report facility by employee and pay results
- Flexible payslip design

### Payroll Update

- Creation of journal/accounts data for link to third party systems at user defined levels
- P30, P32, P45 generation and maintenance

### Payroll History

- Adjustments and run history data for view and reporting
- Historical payslip production and free format design

### Additional Software Available

- Address checking software by post code
- Bank account and sort code verification software



**BOND**