



Must-Have Features for Your Payroll System

Payroll is an essential part of business operations. It's vital to have the right systems and processes in place to simplify data management, improve quality and increase employee engagement.

This checklist outlines the must-haves of every payroll system.

<input type="checkbox"/>	Centralised documents	Easy access to electronically stored employee documentation.
<input type="checkbox"/>	Compliance	EBA, Employment Relations Act (AU) and New Zealand Holidays Act compliance.
<input type="checkbox"/>	Date-sensitive intelligence	Automated date sensitivity for new starters and terminations.
<input type="checkbox"/>	Employee self-service	Capture data and automate workflow.
<input type="checkbox"/>	End-of-year reporting	Automate end-of-year reporting and other requirements.
<input type="checkbox"/>	Flexible dashboards	Dashboards with drag-and-drop functionality that create customised screens and views.
<input type="checkbox"/>	GL mapping	Exportable information that interfaces direct to external finance systems.
<input type="checkbox"/>	Leave management	Automatic accruals, easy access to leave history records, intuitive employee and manager self-service.
<input type="checkbox"/>	Reporting	Information in any format, sharable with those who need it the most.
<input type="checkbox"/>	Single employee masterfile	One record for each employee, centralising all information in one place.
<input type="checkbox"/>	Taxation	Accurate reporting and timely payment.
<input type="checkbox"/>	Tax filing	Automated, secure electronic tax files sent direct to Government.
<input type="checkbox"/>	Time and cost management	Timesheets entered directly into the payroll system or via an ERP.
<input type="checkbox"/>	Workflows	Sophisticated online forms and workflow that replace tedious, manual processes.

Transform your payroll today

At Affinity, we believe that great payroll happens when people, process and technology come together. We partner with Australian and New Zealand organisations with 200+ employees, helping them to transform their payroll from a cost to an asset.

Our managed service solution takes care of the whole payroll operation. You get increased efficiency, reduced risk and lower operating costs.

Delivering accurate and compliant payroll is what we do.

affinitypayroll.com