



- Payslips from past periods can be reprinted at any time
- Definable cheque and payslip designs to suit Company stationery requirements
- Email payslips and P60s
- Autopay, BACS, cheque and cash pay methods are supported
- P32 Processing, consolidation and payment recording
- Employee profiles for efficient employee record creation
- Scottish & Welsh Rates of Income Tax
- Full auto enrolment of pensions functionality
- Integration with NOW: Pensions and NEST
- Salary Sacrifice
- Employment Allowance
- Apprenticeship Levy
- Handles Apprentice and Young Persons employer's NI
- Automatic management of Student and Postgraduate Loan repayments
- ShPP and fully automated SSP, SMP, SPP (Birth), SPP (Adopt) and SAP processing and reporting, with complex legislation built in
- Automated Attachment Orders processing and reporting
- Automated Director's National Insurance calculations
- Multiple pension scheme management
- P45 processing
- Caters for Holiday pay across year-end
- Track key field changes with the Audit Log
- Accommodates retrospective NI code changes
- Timesheet import facility

### Personnel

Accurate, up-to-date and detailed information on employees is key to running a successful HR function. Opera 3 SQL SE enables the management of all employee-related processes including recruitment, retention, training, disciplinary actions, holidays, absenteeism, job changes and salary updates.

- Records variable working patterns assigned to employees
- Records details of absenteeism including reasons (sickness, holidays, maternity leave and compassionate leave)
- Absenteeism is held in days, hours and minutes with drilldown facility

- Diary options include printing whole year, current month or specific transactions with drilldown facility Audit Log helps track all changes

EMPLOYEE		NUMBER	EMPLOYER		
Mr R Gordon		1001	Orion Vehicles Leasing		
PAYMENTS			DEDUCTIONS		TO DATE
Basic	Value	Units	Rate	PAYE	3580.00
Expenses	3580.00			Nat. Ins.	348.18
Bonus				EES GPP	73.20
TOTAL	3580.00			TOTAL	3999.38
Mr R Gordon 16 The Grove Winton Millie Northants			Resounding Bifred 5.00	Charg 5.00	NET PAY 2580.00
VATA TRV			PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF A SELF ASSESSMENT.		
MESSAGE: Reminder: Industrial 2 Week Shallow From 12/09/19 to 13/09/19 Please ensure your time is booked off					

### Reporting

Opera 3 SQL SE Payroll & HR contains an extensive range of standard reports. In addition, Pegasus XRL provides the ability to design in-depth custom reports and analysis by linking Opera 3 SQL SE with Microsoft Excel.

- Departmental reporting
- Payslip, cheque and BACS list generation
- End-of-Year reports
- In-Year reports
- P11 Deductions Working Sheet
- P32 employer's Payment Record, with payment and funding recording and multi-company consolidation
- This Period and To Date summaries
- Comprehensive statutory payments, Attachment Orders and pension contribution reports

*"Having reviewed a number of integrated Payroll & HR solutions on the market, Opera 3 ticked every single box on our wish list – from user-friendliness to enhanced management information for reporting back to the business."*

Melissa Hagan, Payroll & HR Officer, **Victoria Carpets.**



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