

meridian

Exceptional
payroll and people
management
software solutions



sage *MicrOpay*

Sage MicrOpay

Exceptional payroll and people management



In control ...

Today's regulatory and business environment in Australia makes it imperative to remain compliant, competitive - and in control.

Since 1985 Sage MicrOpay has been developing payroll and human resources software to meet the needs of organisations of all sizes.

With offices around Australia the client base of more than 6000 is supported locally.

Sage MicrOpay's total solution approach to payroll encompasses everything from recruitment, training, consulting, payroll stationery, plus online and telephone support.

About Sage

Sage MicrOpay is part of The Sage Group plc, a leading supplier of business management software and services. With more than 5.8 million clients and 14 500 employees in 19 countries they bring a truly global perspective to our business.

The payroll and HR challenge

Managing payroll and HR is a major challenge for most organisations today. At Sage MicrOpay, we invest a great deal of time and resources in finding out what clients want from a payroll system. Market research and our experience tell us it is about product reliability, efficiency, functionality, ease of use and ease of learning, reporting capability, scalability and a strong supplier relationship.

An industry leader

So why do thousands of organisations throughout Australia trust Sage MicrOpay with their payroll management needs? The answer is simple. Our range of dedicated payroll and HR software provides a reliable and robust engine that integrates with other business systems and can efficiently process your payroll, on-time, every time. Australian solutions for Australian needs.

Exceptional development skills

Two thirds of our clients have been using Sage MicrOpay products for five years or more. In a highly competitive market that speaks for itself.

Long term experience and specialist expertise enable our software team to understand the hidden complexities of payroll and HR processes, especially compliance requirements. We listen to our clients and learn from their experience, incorporating feedback into ongoing research and product development.

Flexible, accurate and user friendly payroll processing

Meridian is about making life easier for payroll and HR managers. Our software automates processes and calculations, and its efficient and logical workflow means that employee records can be set up quickly and easily maintained.

Navigating in Meridian has been designed to be simple and intuitive for the user where a system tree can be utilised to find an area or use the large window of easy view icon.

With Meridian, there are multiple options for entering timesheet data such as an Extended Timesheet screen – giving a detailed view of an employee's transaction through to multi employee entry areas such as MET that is simple and configurable to direct import from third-party (Time & Attendance) systems.

Real time transaction entry is via screens that can be configured or off to suit your requirements. Users can add or edit data during processing to achieve optimum payroll workflow. On-screen history displays provide useful snapshots of each record and pay advice previews help verify pay details online.

The Multi-Employee Timesheet extends the data entry functionality of Meridian to facilitate rapid data input of employee timesheets and additional payments. Two options are available for the Multi-Employee Timesheet- either within the system or as an optional stand-alone module. The stand-alone Multi-Employee Timesheet is designed to be used at remote locations where staff timesheets need to be recorded.

Adding value to your payroll department

Meridian provides outstanding value for money when compared to other in-house solutions. What's more, first-class implementation and ongoing support minimises lifetime cost and significantly reduces staff downtime.

The benefits do not stop there. Instead of being just a cost centre, albeit providing a critical service, your payroll department can provide valuable information about one of your largest business costs.

Cost reductions

Meridian significantly decreases processing errors and cuts the cost of re-runs, overtime, and employee dissatisfaction. Its powerful reporting and on-line query tools also reduce the cost of answering everyday questions.

Ongoing training

The cost of initial and ongoing training is reduced because Meridian is designed to be logical, intuitive and to capitalise on employee knowledge of Microsoft® Windows® and Microsoft Office®.

Payroll security features

Security of payroll information is critical for every organisation. Meridian provides password protected security options.

Access to the system itself can be strictly controlled on an administrator specified basis. Access to information can be further limited using add, edit and delete privileges.

e-Knowledge (self-help)

The MicrOpay e-Knowledge service is a comprehensive online system that uses sophisticated artificial intelligence to provide round-the-clock product and general payroll information. MicrOpay e-Knowledge can be accessed directly from Meridian.

Responses to targeted search queries are displayed in rank order based on the analysis of all previous searches and answers.

Support and training

In addition to online support via MicrOpay e-Knowledge, Sage MicrOpay's fully-trained and dedicated online and telephone support team provides one on one support throughout Australia.

From years of experience we know that direct (face to face) training on how best to use software is vital. That's why we provide comprehensive training free of charge to all new clients for core software and specific modules.

We also hold regular courses where clients can update their skills, gain advanced knowledge, or, in the case of new staff, learn how to get started with Meridian.

Clients also receive regular updates, whitepapers and reports on industry specific topics regarding current payroll and HR related issues.



Meridian

Forward thinking features

Personalise to your preferences!

You can even personalise the look and feel of Meridian to reflect your preferred style. Drag-and-drop functionality, keyword searching, and customisable shortcut keys enable rapid data entry. An unlimited number of user defined fields can be created to suit your needs and there is no limit to the number of records that can be produced.

Superannuation-related transactions

Meridian is efficient at handling Australian superannuation-related transactions and contributions to multiple funds. This includes being 'SwimEC' compliant; enabling remittance of superannuation contributions using EFT (creditor function) to participating funds.

Superannuation calculations are also displayed on all transaction reports.

We have introduced 'Express Super' for Meridian clients, a superannuation clearing house service. Express Super is a collaboration between Sage Micropay and SuperChoice a leading supplier of online superannuation contribution systems.

There are 3 components which make up the solution

- Meridian creates and maintains the data – such as employees and contributions.
- Express Super receives, manages and distributes the data.
- SuperChoice clearing house receives and distributes the money to the funds.

HR Functionality

Staff remain one of the largest cost, yet most vital element of many organisations. To ensure administrative efficiency and compliance, as well as contribute to strategic analysis and planning of human resources management, you need more than reports generated from the payroll data.

From employee recruitment to retirement, Sage Micropay provides the tools to manage and optimise the workforce. Sage Micropay provides both a centralised Human Resource Management Solution or a complete web-based e-HR with Employee/Manager Self-Service functionality.

Human Resources

The Meridian Human Resources System is a framework for effective human resource management built around your organisation's data. Meridian HR's six components include:

- Persons (employee details)
- Organisational Chart
- Occupational Health & Safety
- Recording of Salary Packaging details
- Training
- Recruitment



Comprehensive Reporting and Analysis

Clear, easy-to-use reports can make all the difference when responding to queries or distributing important information such as remittances to super funds.

Meridian's report options offer fast response times to everyday queries and on-screen access to an employee's previous pay history, including leave taken, rate changes and pay advice. Powerful analysis and report writing capability your payroll department can detect and report upon any adverse trends and take necessary action.



Five reporting options

Meridian offers five methods of reporting that operators, decision makers and managers will find indispensable.

- 1 A customisable GRID-style screen** displays groups, sorts, filters and exports data to Excel®, CSV, HTML or text formats. You can group information by simply dragging the required column to the group bar.
- 2 Standard reports** with the on-screen preview function allow data analysis, reporting from past pay periods and month and year-to-date cumulative values. The reports can also be saved in a variety of file formats, e.g. PDF, Excel, HTML or Text.
- 3 An optional Report Writer** is fully integrated with the system and can be used to create your own customised reports. Using this option you can create your own reports or customise standard reports.
- 4 Meridian Interactive Query (IQ)** provides a selection of predefined online queries which uses analytical tools to display employee data simply and clearly. Query responses are supplied in the GRID or graphically through charts, which can be changed quickly.
- 5 Finally, being ODBC compliant** means that third party reporting tools can readily access the Meridian database.

ESS/MSS

Human Capital Management Solution

ESS/MSS Talent Management | e-HR

One of the most common and time-consuming tasks in Payroll and HR is the request for pay and/or leave details from employees. Meridian Employee Service Portal (ESP) is a simple and cost effective solution. It will immediately reduce administrative tasks, increase payroll efficiency and improve employee satisfaction.

Meridian ESP delivers the Employee/ Manager Self Service to your organisation, ensuring employee engagement through easy access to pay advices, leave balances and personal data. It is operated via a web enabled & intranet based platform, which allows employees to access and amend their payroll information and apply for leave online in real-time.

For a comprehensive and functionally rich e-HR management platform ConnX® ESP boasts a powerful workflow engine that passes employee requests to managers and ensures that those requests are either responded to within predetermined time periods or escalated to the next predetermined manager for action.

The following ConnX modules comprise a powerful Human Resource Information System:

Performance Reviews reduces the time and effort involved in conducting performance reviews.

Learning & Education will assist with planning and management of staff training needs, as well as create, schedule and enrol employees in training courses.

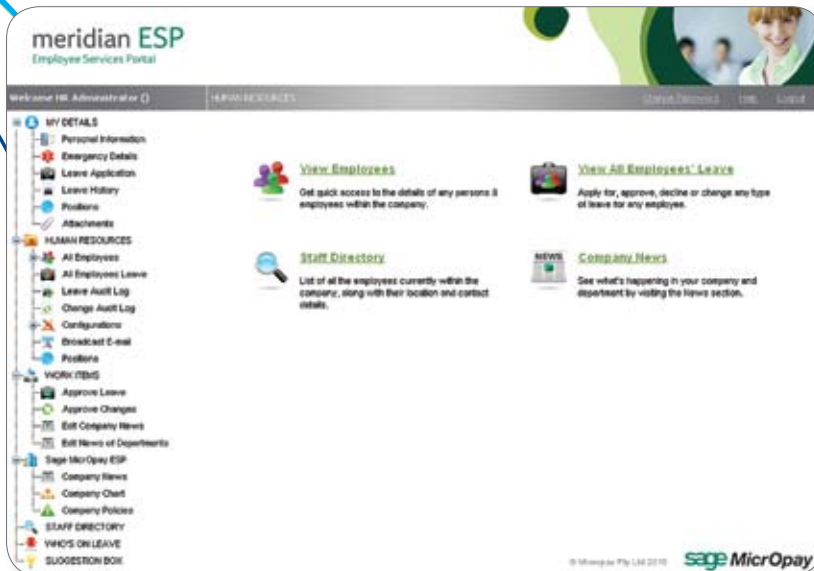
e-Recruitment manages a candidate's lifecycle, from resume submission, to appointment setting and application status notification, through to on-boarding the applicant into Meridian Payroll.

Workforce Planning maintains employee capability frameworks and creates Personal Development Plans (PDP) for each employee.

Timesheet module eliminates unnecessary data entry by shifting the responsibility to staff and their managers for approval.

OH&S module provides the tools to assist with the daily management of this crucial function.

Reports Manager module is a tool that will assist HR to align workforce metrics with overall corporate goals and will provide management with critical human capital data.



Meridian

Optional modules

Report Writer

The powerful, integrated Meridian Report Writer is an optional addition to your software that enables you to create complex individual reports. The Report Writer lets you customise the existing suite of standard reports. You can also create your own reports from scratch.

General Ledger Integration

Accurate payroll expense analysis and reporting is essential for any business. Meridian's General Ledger (GL) module provides a simple and efficient method of transferring payroll information to your company's GL, to eliminate manual entry.

The GL module:

- Provides the ability to break down payroll expenses at point of occurrence and match them to GL codes.
- Defines a file layout that can integrate with your accounting software via an easy-to-use interface.
- Defines multiple files/batches.
- Calculates provisions and accruals.
- Creates Payroll Tax calculations.
- Allows for easy error checking, analysis and balancing using the GL batch window.
- Customises displayed records to suit your needs, and retrieves data using the easy-search facility
- Outputs data to CSV format.

Transaction Import Module

Manually re-keying timesheets into the payroll can be a time-consuming process.

The Meridian Transaction Import Module imports data from a range of third party applications and removes the need for re-keying of data. Compatible with Microsoft Excel, third party time and attendance, award interpretation and employee/manager self-service systems.

Email Pay Advice Module

Reduce the labour costs of printing and folding pay advices by sending a digital copy directly to your employees. This optional module enables emailing of password protected pay advices directly to employees from the Meridian payroll system.

New Zealand Payroll Module

Meridian's New Zealand Payroll module is designed for Australian organisations with New Zealand subsidiaries. This additional module boasting all of the Meridian standard features has been developed specifically to meet New Zealand's tax and regulatory requirements.

NZ Module Highlights:

- Employer Monthly Schedule (EMS IR 348 File)
- Banking file formats for all the main NZ banks
- Customisable bank file setup
- Kiwi Saver compliant
- Tax tables for NZ that adheres to the NZ rounding rules for final tax values
- Incorporates ACC levy
- Incorporate Student Loan tax rules
- Ability to pay leave according to the NZ Holiday Act 2003

We are proud of the fact that our team and best practice software development tools have enabled many of our customers across the entire spectrum of industries in Australia to further grow and develop.

Meridian is developed
by one of Australia's
leading payroll
management software
and services provider.

- Flexible and versatile
- Secure
- Cost effective
- A range of functionalities
- Easy to use, learn and maintain

NSW / ACT

Level 2, 67 Albert Avenue,
Chatswood, NSW 2067

Tel: (02) 9884 4000

VIC / TAS

Level 6, 114 William Street,
Melbourne, VIC 3000

Tel: (03) 8643 3500

SA / NT

Level 1, 134 Fullarton Road,
Rose Park, SA 5067

Tel: (08) 8366 6100

WA

374 Scarborough Beach Road,
Innaloo, WA 6018

Tel: (08) 9415 1500

QLD - Payroll Solutions

Level 5, 50 McDougall Street,
Milton, QLD 4064

Tel: (08) 9415 1500

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To find out more...

1300 729 229

enquiries@micropay.com.au

www.sagemicropay.com.au