

# PAYROLL & HR

DESIGNED FOR AUSTRALIAN PAYROLL LEGISLATION



## COMPLEX EMPLOYEE AND TIMESHEET MANAGEMENT USING INTEGRATED PAYROLL

BusinessCraft Payroll has the power and the flexibility to handle it all - from the simplest payroll to the complex needs of larger businesses.

### EMPLOYEE MASTERFILE

Stores all of your employees information and statistics, including award, department, hire and termination date as well as other personal information.

Warnings, absences and probation periods can also be recorded for each employee, ensuring that important information and reminders are not overlooked.

### TIMESHEET MANAGEMENT

Timesheets can be entered via multiple methods to suit requirements. These options include:

- Labour to jobs for enhanced job cost and budget reporting.
- Job Costing to payroll, to eliminate the need for payroll access.
- Labour for plant items to view to be included in total costings.
- Labour to non-jobs, for overhead and internal tasks.

An optional time sheet entry portal application can be used to streamline workers timesheet entry needs and make it easier for users that may not be regular computer users.

### PAYROLL PRODUCTION

Advanced payroll calculation options to include different superannuation options, allowances, deductions to meet flexible workplace agreements.

### ELECTRONIC PROCESSING

Auto creation of EFT files for export to electronic banking software that has the provision for multiple bank accounts. Also included is the electronic reporting of End of Year payment summary information to the Australian Taxation Office (ATO).

BusinessCraft has completed ATO compliance testing to provide electronic lodgement of payment summaries.

### HUMAN RESOURCES

As well as standard payroll functionality additional HR options include the ability to record qualifications, accreditations, induction, duties etc.

Human Resource is linked direct to the document register and enables the storing and reporting on recorded information such as documents, photos, personnel images, site inductions, etc.

### REPORTING

With over 45 built-in payroll reports, know that you can get the information that you need, when you need it. This reporting is based on extensive transaction history that is recorded during the many payroll processes.

### FOR MORE INFORMATION

Would like to know more about how BusinessCraft can streamline your success? Please visit: [www.businessscraft.com](http://www.businessscraft.com) or call +61 2 4965 5555