

Civica Payroll

Cloud software for payroll, pensions, expenses and benefits management

Our cloud software is a proven solution for commercial, education, CIS and local government payrolls in the UK, Republic of Ireland, Jersey, Guernsey and Isle of Man. Its flexibility and multi-company structure make it equally well suited to both in-house and shared-service arrangements.

Scalable and future-proof

It's simple to customise and supports unlimited companies, locations, departments and cost-centres. The post-based structure means:

- Employees can hold multiple posts with split costing and aggregation of NI
- Less administration
- Automatic workflows
- Improved security
- Easier to generate organisational charts
- Improved reporting and analytics.

Drive digital engagement

Our employee portal option cuts admin for your payroll team. People can manage expense and mileage claims, payment requests, sickness and holidays, as well as securely access current and past pay documents and a total reward statement whenever they wish.

Public services specialist

Civica Payroll handles term-time onlyworking, teachers' pay spines, spinal column points, local government and teachers' pensions.

Improve resilience

Our optional enhanced payroll service offers the flexibility of in-house payroll software but we take care of the actual processing. Our experienced teams are processing 6 million payslips annually.

Connected data for better collaboration

All our HR and Payroll solutions are fully-integrated. Choose from Civica People Hub, payroll, time & attendance, mobile app and web API options to build a solution that fully meets your needs.

Key Outcomes:

- 1 | Ensure legislative compliance including gender pay gap, GDPR, apprenticeship levy, statutory payments and auto-enrolment
- 2 | Reduce administration time through process automation and employee engagement
- 3 | Fully integrated HR and time management options available
- 4 | Improve insight with detailed reporting and accurate data.

Learn more:
www.civica.com/hr-payroll

Contact us:
hrsales@civica.co.uk 01908 787662

30+

years of
HMRC recognition



Civica Payroll key features:

Stay informed

Our user dashboard provides an at-a-glance view of the RTI status of each pay group, as well as alerts from HMRC.

Keep in touch with HMRC

Interfaces with the Government Gateway to automatically update rates and values, download notifications and file returns to HMRC. Supports Gender Pay Gap reporting and The Apprenticeship Levy.

Be ready for anything

Civica Payroll supports up to 9,999 companies with different departments, locations, cost centres, holiday and absence schemes, SCP, pay grades, currencies, working patterns and much more. You can maintain comprehensive details, define rules and calculation formulae for up to 9,999 different pay groups.

Do it your way

Input up to 9,999 build-to-gross elements, enter hours or values and allocate them to different cost centres. Import data from files and T&A systems.

Perform quick calculations

Execute a quick calculation of an employee's gross-to-net pay and even see their full payslip.

Manage holiday and absence

Statutory plus numerous company schemes. Supports part-time employees, those in multiple posts and zero hours workers.

Easy expense and mileage claims

Process expense and mileage claims through direct entry or automatically via our employee portal or mobile app.

Power through pensions admin

The software automates the monitoring of workplace pension eligibility, postponement, opting out and 3-year reminders in line with legislation. It supports multiple pension schemes including Occupational Final Salary, Stakeholder, Personal and Group Personal schemes, LGPS and Teachers Pensions Scheme. Links to i-Connect, MCR and MyCSP for Civil Service Pensions are also available.

Built-in benefits management

Supports the payrolling of Benefits in Kind (BiK) and multiple salary sacrifice schemes. A P11D module is built-in.

Payment options

Supports multiple currency payment by BACS, Autopay, credit transfer, cheque and cash.

Flexible output options

Design custom payslips, cheques and much more.

Powerful reporting

Huge suite of standard reports, drag and drop query tool plus custom report writing wizard. Flexible audit trail reporting.

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