



# SIMPLIFY AND SAVE TIME ON PAYROLL



## Get correct employee information



If there is any incorrect information, you have to take the time to get the correct information, and you will likely have to rerun payroll for any employees who had incorrect information.

Using an HR system with self-service will help a lot, because company can ask employees to update their own information if anything changes, especially for information related to payroll.



## Digitise data and information



Digitising your data, means reducing and eliminating paper, will save you time in sorting through notes, paper checks, and time sheets.

From a payroll perspective. You'll also save time on generating reports, delivering key information (such as tax forms) to your workforce, and keep track of your task easily.

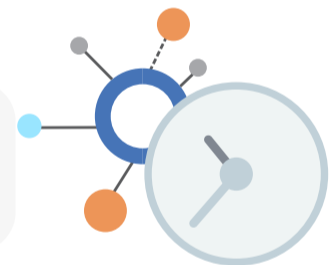


## Centralised your record



The processing of information through forms, scrolling through spreadsheets, or manually entering the same information into different system is inefficient.

Since saving time is about efficiency, you will need an HR system which helps you to keep records in one system. So, everything is in one place and easier to access.

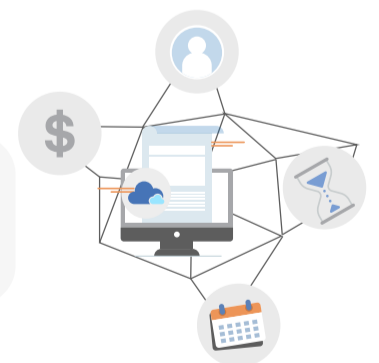


## Get your system in sync

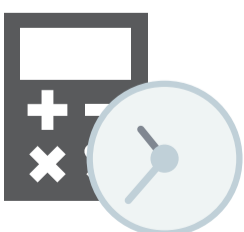


If you're processing payroll and using separate systems to manage your data, you're in for a time-consuming process.

An HR system will integrate payroll, attendance, and other HR features in one system software. It helps to cut down on time spent on generate report and view your data in real-time.



## Avoid manual calculation



Processing payroll by hand can take a lot of time, because payroll and deductions are different for each employee. It also has a high chance of errors. Meaning, you lose time while making corrections.

Doing payroll electronically can reduce the time it takes you to run payroll. Online payroll software will do all calculations for you with just several clicks.

