



Payroll & HR solution



Opera



*I need a Payroll system
that will take the stress out
of my payroll processes.*

Opera 3 Payroll simplifies your key tasks and has HMRC PAYE Recognition, so you will always have peace of mind.

Opera 3 Payroll & HR features



- Submit real-time PAYE information to HMRC
- Fully automated SSP, SMP, OSPP, ASPP and SAP
- Directors' NI with actual start date precision
- NI adjustments
- Advanced pension processing, including qualifying auto enrolment pension schemes, COSR, stakeholder and group personal pension schemes with full reporting
- P32 processing
- Fully automated Attachment Order processing and reporting
- Holiday Pay Accruals and Holiday Pay Averaging
- Global payment and deduction changes based on values or percentages
- Student Loan deductions
- View historical leavers at the touch of a button, with access to history and payslip regeneration
- Detailed History and Payslip images can be retained for up to 999 periods
- Starter and leaver processing
- User access may be set at Company level, Groups may be password-protected and processing functions can be restricted
- Individual group or multi-group consolidation and analysis by cost centre and department
- Fully automated Audit Log tracks all key changes by date, user and process for the entire payroll year

HMRC PAYE RECOGNITION



Impressive functionality

Processing multi-company, multi-frequency payrolls can be complex, and manually processing statutory requirements can be time-consuming and laden with complicated legislation.

Award-winning* Opera 3 Payroll & HR from Pegasus has HMRC PAYE Recognition and is full of automated procedures. It fully caters for the submission of Real Time Information and auto enrolment of pensions. It will save time, reduce errors and take the confusion out of processing such things as establishing an employee's statutory entitlements, multiple pension schemes with variable percentage and fixed amounts, or changing a National Insurance code retrospectively with immediate calculation of the employer or employee adjustment.

Statutory record-keeping and reporting is made simple with automated P32 Processing. You can record payments and funding, consolidate P32 information from multiple companies, print and edit information. You can also produce detailed or summarised P11 reports with period and tax year ranges or re-print payslips with up to 999 periods retention capabilities.

Users can define their own Views and interrogate and drill down on current or historical payment and deduction values for any range of employees in just one process, with up to six levels of analysis and full criteria filtering. Opera 3 Payroll & HR also allows full graphical representation of information and provides the ability to export to MS Excel® and Word®.

* Winner of the Enterprise Payroll Software Satisfaction Award 2011

Processing your payroll

From employee creation to payment processing and Real Time Information (RTI) submissions, Opera 3 Payroll & HR is the solution you can rely on for worry-free processing compliant with all the latest legislative changes.

Following one of the biggest changes in HMRC history, the introduction of RTI, Opera 3 Payroll & HR caters for the submission of Real Time Information to HMRC, including the Full Payment Submission (FPS) required for each pay period. The FPS file is created as part of the payroll process and contains information on Tax, National Insurance and other payments and deductions from an employee, as well as new starter and leaver information. All RTI submission files adhere to HMRC specifications.

An important RTI requirement is to ensure employee data is accurate. Opera 3 Payroll & HR has data content validation and built-in integrity checks that will help minimise the potential for incorrect information.

In another change to current legislation, the introduction of auto enrolment under the Workplace Pensions Reform means that employers have to enrol eligible employees into a qualifying pension scheme and pay into that scheme. Opera 3 Payroll & HR helps with all auto enrolment requirements by offering global update routines, maintenance forms and a myriad of reporting options.

All of which means that Opera 3 Payroll & HR will offer you the peace of mind that comes from knowing you have all the functionality you're likely to need to process under the new legislation, in a user-friendly format.

RTI Submissions

The Pegasus Online Filing Manager enables quick and effortless electronic RTI submissions via the Government Gateway.

The Pegasus Online Filing Manager was the first professional application to gain HMRC approval for verifying and electronically submitting end-of-year information. It has now been extended to cater for RTI submissions. Its easy, step-by-step format guides you through the process, while HMRC Payroll Recognition ensures that your data entries are correct, and that the correct fields and formats are used and processed via a secure online submission.

Reporting

Opera 3 Payroll & HR contains an extensive range of standard reports:

- Departmental reporting
- Payslip, cheque and BACS list generation
- P60s
- 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

In addition, Pegasus XRL provides the ability to design in-depth custom reports and analysis by linking Opera 3 with Microsoft Excel, while Pegasus Dashboards offer further real-time reporting of key performance indicators in a variety of graphical formats.

Personnel



Part of Opera 3 Payroll & HR, Personnel helps you manage all employee-related processes including recruitment, retention, training, disciplinary actions, absenteeism, job changes and salary updates.

- Records variable working patterns assigned to employees
- Records details of absenteeism including reasons (sickness, holidays, maternity 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

Document Management

Opera 3 Payroll & HR integrates with Document Management, for a smarter way of managing employee documentation. You can capture documents such as P45s, driving licences, passports, CVs and job application forms and store them electronically for instant access, saving time, filing space, paper, and the environment.

P11D Organiser: Complete expense and benefit management

Manually transferring information from one application to another, or onto a paper form, will undoubtedly result in mistakes through human error. That's why Opera 3 Payroll & HR also integrates with P11D Organiser, providing an essential element in any Payroll & HR solution as a management and reporting tool for benefits and expenses.

P11D Organiser is not just a 'form-filler'. It has been designed to assist in the management and collation of P11D, P9D and P46 car information throughout the year and not simply at the crucial year-end, producing HMRC approved forms for submission, with file-by-internet capabilities.

- Customisable benefits and expenses can be associated to an individual or group of individuals
- Dispensation legislation is built in
- Extensive employer, employee, fleet, periodic and benefits and expenses reporting
- Form e-mailing facilities
- User-friendly import wizards
- Year-end and benefit alignment tools

Pegasus Instant Messenger

As an added benefit, with Pegasus Instant Messenger (PIM) you can reduce the time spent responding to day-to-day queries by employees. PIM can be set up so that staff are automatically notified of Personnel information such as remaining holiday entitlement and sick days, resulting in reducing the number of ad hoc queries.



It's scalable

Opera 3 Payroll & HR is ideal for companies of widely varying sizes, from fewer than 10 employees right through to over 25,000 employees, it's that powerful. Its multi-company capability, coupled with unbeatable speed of processing, means that it's equally at home in a payroll bureau.

Opera 3 Payroll & HR is available as a stand-alone system, or it can be integrated with the complete Opera 3 solution which encompasses financial and supply chain management, CRM, business intelligence and document management, to deliver unbeatable inter-departmental integration and knowledge-sharing across the entire business.

It's customisable

We understand that every business is not the same so we designed Opera 3 Payroll & HR to be customisable to meet your requirements. Forms can be changed, conditions added to fields and menu structures can be modified. This means that you can benefit from a payroll solution that can be tailored to meet your exact requirements and realise a greater return on investment.

Stationery to fit

Pegasus Business Forms provides a wide range of payroll stationery guaranteed to fit Opera 3 Payroll & HR, such as payslips, data mailer pay advices and P60s. Visit www.pegasusbusinessforms.co.uk.

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