



# Opera 3 SQL SE Payroll & HR

## Payroll, pensions and compliance all in one place

*Award-winning Opera 3 Payroll & HR has HMRC PAYE and RTI Recognition and caters for the submission of Real Time Information and auto enrolment of pensions. Full of automated procedures to take the strain out of processing your payroll and help you comply with complex tax, pension and employment legislation.*

### Scalable

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

### Processing your payroll

From employee creation to payment processing, Opera 3 SQL SE Payroll & HR also caters for the submission of Real Time Information to HMRC. Fully catering for auto enrolment of pensions and goes even further, offering salary sacrifice and integration with pension providers such as NEST and NOW: Pensions, ensuring all your requirements are covered. In addition to handling all your day-to-day tasks, by harnessing e-mail technology it helps reduce your costs and administrative burden.

### Routine tasks simplified

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

Opera 3 SQL SE Payroll & HR will help you save time and reduce errors in day-to-day processing. It'll simplify procedures such as establishing an employee's statutory maternity pay entitlement, multiple pension schemes with variable percentage and fixed amounts, or retrospectively changing a National Insurance code with the employer or employee adjustment calculated immediately.

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 and re-print payslips with up to 999 periods retention capabilities.

You can define your 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 SQL SE Payroll & HR also allows full graphical representation of information and provides the ability to export to MS Excel® and Word®.

### Payroll highlights

- HMRC PAYE Recognition
- Submit Real Time Information (RTI) to HMRC
- Multi-user, with Company and Group password control and menu level access restriction
- Create unlimited Companies with unlimited employees per Company
- Weekly, fortnightly, four weekly and monthly paid employees can be maintained all in one company
- Links to the Nominal Ledger and Cashbook modules of Opera 3 SQL SE or can be used stand-alone
- Employee payment details and payslip images held for up to 999 pay periods



- Payslips from past periods can be reprinted at any time
- Definable cheque and payslip designs to suit Company stationery requirements
- Email payslips and P60s
- Autopay, BACS, cheque and cash pay methods are supported
- P32 Processing, consolidation and payment recording
- Employee profiles for efficient employee record creation
- Scottish & Welsh Rates of Income Tax
- Full auto enrolment of pensions functionality
- Integration with NOW: Pensions and NEST
- Salary Sacrifice
- Employment Allowance
- Apprenticeship Levy
- Handles Apprentice and Young Persons employer's NI
- Automatic management of Student and Postgraduate Loan repayments
- ShPP and fully automated SSP, SMP, SPP (Birth), SPP (Adopt) and SAP processing and reporting, with complex legislation built in
- Automated Attachment Orders processing and reporting
- Automated Director's National Insurance calculations
- Multiple pension scheme management
- P45 processing
- Caters for Holiday pay across year-end
- Track key field changes with the Audit Log
- Accommodates retrospective NI code changes
- Timesheet import facility

### Personnel

Accurate, up-to-date and detailed information on employees is key to running a successful HR function. Opera 3 SQL SE enables the management of all employee-related processes including recruitment, retention, training, disciplinary actions, holidays, absenteeism, job changes and salary updates.

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

EMPLOYEE		NUMBER	EMPLOYER		
Mr R Gordon		1001	Orion Vehicles Leasing		
PAYMENTS			DEDUCTIONS		TO DATE
Basic	Value	Units	Rate	PAYE	3580.00
Expenses	3880.00			Nat. Ins.	348.18
Bonus				EES GPP	73.20
TOTAL			TOTAL		879.18
Mr R Gordon 16 The Grove Winton Millie Northants			Resounding Bifred 5.00	Charg 5.00	NET PAY 2880.00
W/M 17/07			PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF A SELF ASSESSMENT.		
MESSAGE: Reminder: Industrial 2 Week Shutdown From 12/08/19 to 13/08/19. Please ensure your time is booked off.					

### Reporting

Opera 3 SQL SE Payroll & HR contains an extensive range of standard reports. In addition, Pegasus XRL provides the ability to design in-depth custom reports and analysis by linking Opera 3 SQL SE with Microsoft Excel.

- Departmental reporting
- Payslip, cheque and BACS list generation
- End-of-Year reports
- In-Year reports
- 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



*"Having reviewed a number of integrated Payroll & HR solutions on the market, Opera 3 ticked every single box on our wish list – from user-friendliness to enhanced management information for reporting back to the business."*

Melissa Hagan, Payroll & HR Officer, **Victoria Carpets.**



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