



People Centric

Agresso Human Resources and Payroll

[Issue 2]





Welcome

Welcome to the second issue of our HR and Payroll focussed magazine, People Centric.

In this edition we reflect on some of the significant employment law changes that took place in 2007 and also look forward to preparing for the next big payroll milestone in 2008: payroll year end.

Page 2 contains details of some of the new customers we are working with, and Page 6 takes a look at the Agresso HR and Payroll modules – one of the most powerful and cost-effective solutions on the market, due to its uniquely agile underlying architecture.

We appreciate your feedback. If you have any comments on the content of this magazine, or suggestions for topics you'd like to see covered in future issues, please contact us. You can send an email to the editor at: info@agresso.co.uk

Happy reading

John Crooks
Managing Director
Agresso Ltd

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New HR & Payroll Agresso Customers

Here is a sample of some of the new HR &/ or Payroll customers for Agresso Ltd

Acision

Acision helps the world's top network operators, service providers, broadband operators, content owners and broadcasters to increase revenues, enhance customer loyalty, manage content assets and capitalise on the opportunities offered by convergence.

With over 1800 users in 18 different countries the Acision HR teams have plenty of resourcing challenges.

CSWP

The Coventry Solihull and Warwickshire Partnership (CSWP) unites all sectors of the area's economy, and seeks to ensure that they are all working together, and pulling in the same direction. CSWP is a company limited by guarantee and is a membership organisation with 52 members (May 2006). The membership base is broad, encompassing all of Coventry, Solihull and Warwickshire's local authorities, the Learning & Skills Council, the two Universities, Colleges, private businesses, community and voluntary organisations, Advantage West Midlands, the Heath Sector and Coventry and Warwickshire Chamber and Business Link. CSWP have a broad range of terms and conditions of employment for their employees and needed a flexible, robust solution like Agresso Business World to meet their requirements.

Waterman Group

Waterman Group is an international, multi-disciplinary, engineering and environmental consultancy delivering a one-stop engineering service to clients in all sectors. Waterman Group has been involved in some very significant engineering projects including Bluewater (Kent), HM Treasury (Phase 1) Whitehall (London) and the Bullring (Birmingham).

Waterman Group were already implementing Agresso Financials and Project Costing & Billing when they also appointed Agresso to provide HR & Payroll. This has given Waterman Group the opportunity to benefit from a fully integrated ERP solution.

Victim Support

Victim Support is the national charity which helps people affected by crime. The HR team at Victim Support has a high number of people they need to deal with, ranging from their employees to the high number of dedicated volunteers for whom they need to ensure they provide training and other support to enable them to carry out crucial work for Victim Support.



Payroll Feature – Preparing for Year End

Now that you have just got over Christmas and New Year, the next big thing on the payroll calendar is Payroll Year End! Love it or hate it, you need to ensure that the right planning and preparation is undertaken to ensure a successful year end.

Here are some hints and tips to help you prepare for year end:

- Agresso has the facility for submitting end of year payroll returns electronically via the Government Gateway, now is the time to ensure you have registered for this option. This solution uses a secure Internet connection to submit the P14/P35 in XML format to HMRC. If you are not already registered then you can register now at www.gateway.gov.uk. Most importantly, if you are just registering for this facility for the first time, then please ensure you activate your pin as soon as you receive it, otherwise you will not be able to use this facility.
- Make sure all necessary stationary is ordered. If you are using Economailer P60's these can be ordered now if you know the type of P60 you will be using. Alternatively, if you are an existing Agresso Payroll customer, you can wait until the software release and the documentation will detail the type of P60's you need. You will still have plenty of time to order them at that time. If you are using HMRC stationery, you will need the substitute laser P60, portrait. This is free from the HMRC orderline. Please also ensure you have destroyed any old stationery left over from previous years, as this will not be valid for the coming year end.
- Make sure all your data is up to date and correct, particularly national insurance numbers for your employees. Agresso customers can very easily run an enquiry to check for any missing national insurance numbers so that you can chase your employees for the correct national insurance number. Where you cannot obtain any national insurance numbers in time for payroll year end, then you will need to have a valid date of birth and employee's gender, as this is required to submit a valid payroll year end file.
- Agresso's period end reports, PRU04 summary reports, should ensure that all your figures are reconciling throughout the year. It is important to ensure you continue to run these reports and check all data is reconciling.
- Remember you only need to issue P60's to those employees in your employment at 5th April (not those who have left throughout the tax year). You still need to submit a P14 for every employee who worked for you throughout the tax year. For existing Agresso payroll customers this is automatically picked up as part of the payroll year end process to produce the file to submit to HMRC. Further advice on this is in the documentation issued at year end to Agresso payroll customers and on the training courses.
- You will not be able to pay any outstanding amounts of PAYE and NICs for 2007-08 with the internet return, so you should pay these directly to your HMRC by 19th.
- Part of the Agresso payroll year end functionality allows you to validate the year end file within Agresso first. You then have the option of sending a test file to HMRC for further checking. You should always use these facilities to test your submissions as much as possible before final submission so that you have time to correct any errors if needs be.
- For existing Agresso payroll customers the training courses for payroll year end are as follows:
 - Agresso version 5.4 sp5 – 21st February and 20th March 2008.
 - Agresso version 5.5.2 – 22nd February and 19th March 2008.

Courses will be held at the Agresso training centre and can be booked at training.enquiry@agresso.co.uk

For existing customers, if you have any questions or concerns about payroll year end then please do not hesitate to contact the payroll support team for advice.

HR Legislative Update

Legislation Update

Increase in National Minimum Wage (The National Minimum Wage Regulations 1999)

More than a million workers, two thirds of them low paid women benefited from a rise in the National Minimum Wage from £5.35 to £5.52 an hour from 1st October 2007. In addition the Development rate (18-21 years) and Youth rate (16-17 years) were also raised from £4.45 to £4.60 to £3.30 to £3.40 respectively. Since its launch in 1999 the National Minimum Wage has increased by almost 30% more than inflation.

Did you know that since January 2007:

- a typical penalty for underpaying a single worker is now more than £200
- employers who fail to pay the minimum wage can face prosecution, risking a criminal record and a £5,000 fine
- The Low Pay Commission estimates that the introduction of the National Minimum Wage at £3.60 in April 1999 raised the UK wage bill by 0.35%
- Since 1999 the government has helped tens of thousands of workers recover £22.6 million in unpaid wages!

	Position(T)	ResID	Name	Sal Value	Sal From	Sa
1	Cleaner	076	Ms Sheila Bernadette Halford	5.47	01/03/2006	31/12/2
2	Cleaner	082	Mrs Ellen Christine Sherwood	5.47	01/03/2006	31/12/2
Σ1	Cleaner			10.94		
4	General Catering Assistant	065	Ms Freda Ann Hallam	5.47	01/03/2006	31/12/2
5	General Catering Assistant	066	Ms Maureen Evadney Jackson	5.47	01/03/2006	31/12/2
Σ1	General Catering Assistant			10.94		
7	Kitchen Porter	061	Mr Fitzalbert Bland	5.47	01/03/2006	31/12/2

Don't forget to update your Agresso IntelliAgent alerts or reports to reflect this legislative change.



Working Time (Amendment) Regulations 2007

Increase in the minimum annual leave entitlement

Also from 1st October 2007, an increase in annual leave entitlement was enforced, from 20 days to 24 days for full-time workers. A further increase to 28 days will take place on 1st April 2009.

Whilst many employers are more generous, workers in the UK have historically suffered the worst legal minimum entitlement to public and bank holidays in the EU. This arises in part from the fact that UK employers are allowed to offset their bank and public holidays against the statutory holiday entitlement. The UK is the only country in the EU where this is allowed.

By using Agresso Business World the reporting and alerting tools will ensure your HR team are automatically notified of individuals whom may fall below the new annual leave entitlement. This enables a proactive review of contracts and ensures compliance.

Key Points to Note:

- If an employer's or worker's holiday year begins before 1st October 2007 the additional holiday entitlement must be calculated by multiplying the remaining proportion of their holiday year by the additional holiday entitlement that applies from 1st October 2007.
- Payment in lieu of the additional holiday entitlement will be permitted until 1st April 2009 to give employers sufficient time to recruit and train enough staff to cover the additional holiday periods.
- The proposals extend to employees and all workers covered by the Working Time Regulations 1998 including agency workers.
- When the new regime is fully implemented it will not be possible to take payment in lieu of the eventual 5.6 weeks holiday entitlement (28 days for full-time workers) except on termination of employment as at present.



Please note that the following employees have an annual leave balance (entitlement) which is less than the statutory minimum introduced on October 2007 (24 days).

ResID	Name	Date from	Date to	AL Value
9020E	Mary Paddington	01/03/2007	31/12/2007	18.50
9905	Joyce Williamson	01/04/2007	31/03/2008	22.00

Please investigate their records and determine if this is valid, i.e. pro rata value for part-time hours or other reason. If a change is required please escalate to our HR Manager immediately.

Many thanks

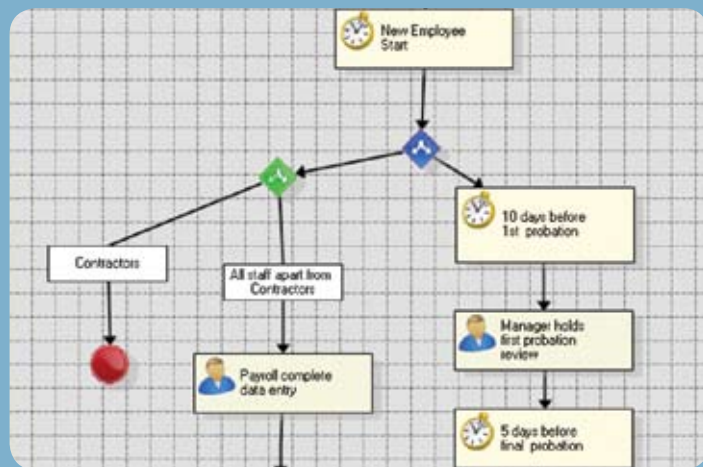
An Introduction to Agresso Business World HR & Payroll

Human Resources are the most important asset of any organisation.

Benefits to any organisation that can manage their human resources effectively include:

- maximising business and employee efficiency;
- retaining top employees;
- maximising the ability to respond to changing workforce needs;
- minimising costs of employee administration and minimising duplication of effort in all areas of employment management.

To resolve these challenges, organisations require a business solution that provides a comprehensive and integrated view of all aspects of their business. In addition, employees and managers need to be able to manage their own information and employee events, which in turn will reduce the administration for Human Resources and Payroll staff.



The payroll process should be simple. Complexities arise and increasing demands are put on payroll to cope with a constantly changing environment. This may lead to pay being delivered late or incorrectly. An organisation needs its business solution to provide a platform to handle constant changes and to manage the changing legal requirements.

The Agresso Human Resource and Payroll solution is designed to meet these challenges, and makes human resource management and payroll streamlined and effective.

Agresso Human Resources and Payroll is a truly flexible solution, enabling each organisation to easily cope with changing demands. Unlimited types of employees, positions, salary details and payrolls can be easily set up and managed.

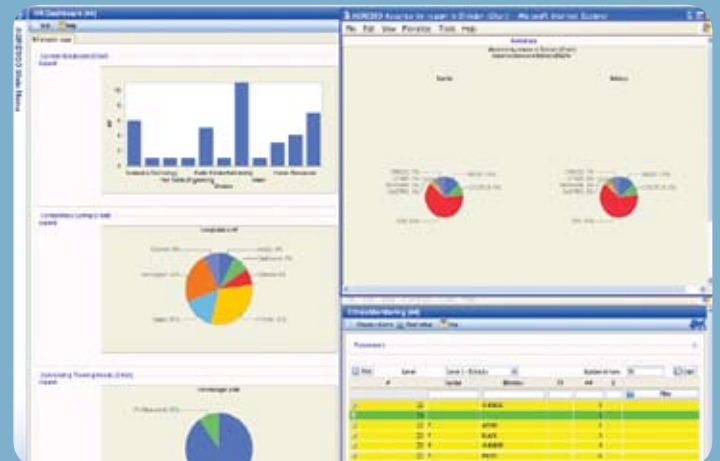
Full workflow capability supports business processes.

All of this is easily reflected in the analysis tools and Key Performance Indicator's (KPI's) can be easily devolved to management via the web portal.

When using the workflow automation capabilities within Agresso Business World, organisations are able to easily manage their diverse business processes and determine what fits in their fast-growing environment, yet minimise time spent on day-to-day administration. Agresso's powerful reporting capabilities enable managers to proactively maximise employee utilisation for greater efficiency, better customer service and improved employee satisfaction.

Functionality includes:

- Core employee management
- Compensation
- Promotions & staff changes
- Training
- Employee relations (discipline & grievance)
- Expenses
- Shift patterns
- Absence management
- Skills
- Benefits
- Appraisals
- And much, much more





Annual User Conference

Each year Agresso in conjunction with the Agresso User Group Council host the Annual User Conference for all Agresso customers.

2008's event will be taking place on 12th and 13th of February at the Citywest Hotel Dublin, Ireland's premier Conference, Leisure & Golf Resort. As well as the main stage agenda including keynote speakers and updates from senior Unit 4 Agresso representatives, delegates attend a wide range of workshops of their choice. Each

year a separate HR & Payroll workshop strand is run. For 2008 we will be exploring topics such as getting the most benefit out of your HR solution by maximising recruitment solutions, Managing Performance, Updates on UK Payroll developments and Preparing for Payroll Year End & Other Hints and Tips.

For further information on any of the articles featured in this magazine, you can contact us in all of the following ways

Phone 01275 377205
Email info@agresso.co.uk
Web www.agresso.com