



**OXFORD**  
SOFTWARE

**Tempaid**

The No. 1 payroll for temps

# Tempaid

## The No. 1 payroll for temps

### Paying your way

A recruitment company is the same as any other business.

To be successful you have to pay your staff – often hundreds of temporary or contract staff as well as your own – issue your invoices and collect your debts. And, just the same as everyone else, do it efficiently and accurately. Of course recruitment companies are not the same as all other businesses. You have particular needs and that is why **Tempaid** is especially suited to you.

#### Hours and timesheets

Timesheets information is the starting point for entering the thousands of transactions that make up the business of a busy temp and contract recruitment company. The same timesheet information, entered once or supplied automatically by **Aspire**, is used both to generate an employee's payment and the corresponding client invoice. Costly errors become a thing of the past and the time saved can be put to more productive use.

**Tempaid**'s timesheet options are flexible enough to meet the requirements of any recruitment company. Timesheets – for one or many temps – can be e-mailed or printed for clients to enter hours and approve. There is an unlimited number of job categories, pay and charge rates. Estimated hours can be entered and pay subsequently automatically adjusted when the final figures are agreed. Pay and charge rates can be stored in both client and employee records to minimise data entry and the source of possible error. And of course there are comprehensive management reports so you can see the latest position and check that all the work is done. Timesheet data can be entered by the consultant using **Aspire**, or directly into **Tempaid** from any number of locations. Whichever way you work, that's how **Tempaid** works.

#### The 24x7 payroll

Once a week, once a month, every 2 or 4 weeks or even multiple runs in a week, **Tempaid**'s HMRC-compliant payroll keeps intelligent track of the NI and PAYE situation and can even make retrospective adjustments for late timesheets if you want. **Tempaid** handles limited companies and VAT as well as SSP and SMP, Working Time and Holiday Regulations, Stakeholder Pensions, student loan repayments and, of course, special construction industry requirements. In short it's **the** payroll for recruitment companies.

Management information is extensive and easy to digest. There are all the analyses for bank reconciliation, HMRC figures and end of year returns. You can analyse profit by branch, by division (e.g. industry sectors – you define), by consultant, by client or by job. And if that's not enough, with Crystal Reports or Microsoft Excel, virtually any other combination you want.

The optional, approved, electronic year-end facility allows returns to be submitted on disk and, soon, over the Internet. These are loaded onto the HMRC system far sooner than data entered from paper forms. The result? A significant reduction in time wasted on queries.

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## Client invoicing

Some clients want individual invoices; some by department or project. Some want invoices weekly, some monthly. Whatever the demands, **Tempaid** has the flexibility to cope. Invoicing is simple and, sharing a common source of timesheet data with the payroll, is completely consistent with who you pay. Invoices are produced, optionally with a copy of the signed timesheet attached, and posted to **Tempaid**'s sales ledger. For those clients who lose invoices, they are easily reprinted – **Tempaid** is a practical business tool with all the realities of business in-built.

**Tempaid** has a full open item sales ledger. It's quick and easy to use and has all the features of a modern accounting package. Statements can be printed at any time and non-timesheet invoices printed and posted. Credit notes, receipts and adjustments for invoice errors are handled without fuss, and a full array of accounting and management reports and enquiries are provided.

**Tempaid** also supports invoice factoring where invoice details are sent online. Where credit control is handled in-house, **Tempaid**'s diary function provides a powerful aid to debt collection.

The screenshot shows the 'Employee Add' form in the Tempaid software. It contains various fields for employee information, including name, address, contact details, and employment specifics.

Adding employee details

The screenshot shows the 'Client Add' form in the Tempaid software. It contains various fields for client information, including company name, address, contact details, and financial information.

Adding client details

The screenshot shows the 'Time Rates List' form in the Tempaid software. It displays a table with columns for Job, Description, Date, Hourly Rate, Hourly Charge, and Margin % Invoice Total.

Job	Description	Date	Hourly Rate	Hourly Charge	Margin % Invoice Total
18101	Mechanical Engineer	01/01/2003	40.00	330.00	180.00
				0.00	0.00

Summary statistics at the bottom of the table:

- Hourly Invoice: 40.00, 330.00, 180.00, 33.33
- Non-Hourly Invoice: 0.00, 0.00, 0.00, 0.00

Defining rates of pay

## Tempaid features

- Timesheet data creates temps' pay and client invoices
- Integrates with **Aspire** front-office system
- Centralised or decentralised multi-branch operation
- Optional timesheet scanning
- Powerful payroll supports PAYE, Limited Company and Construction Industry
- Extensive management information
- Electronic submission of HMRC returns and forms
- Links to leading accounts packages
- Profitability analysis and reports
- Invoice factoring

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**Tempaid...**

**Tempaid** has been redesigned recently to incorporate the power, scalability and security of Microsoft's SQL Server technology, provide enhanced flexibility and ease of use, yet retain and extend the comprehensive and proven functionality developed over the years. **Tempaid** operates on industry-standard PCs and works across local and wide area networks.

**...from Oxford Software**

Founded in 1988, Oxford Software is the UK's leading supplier of front-office (**Aspire**) and back-office systems to the recruitment industry. Oxford Software's specialist industry knowledge and 15-year development experience of **Aspire** and **Tempaid** have resulted in state-of-the-art, integrated business solutions for recruitment companies.



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