

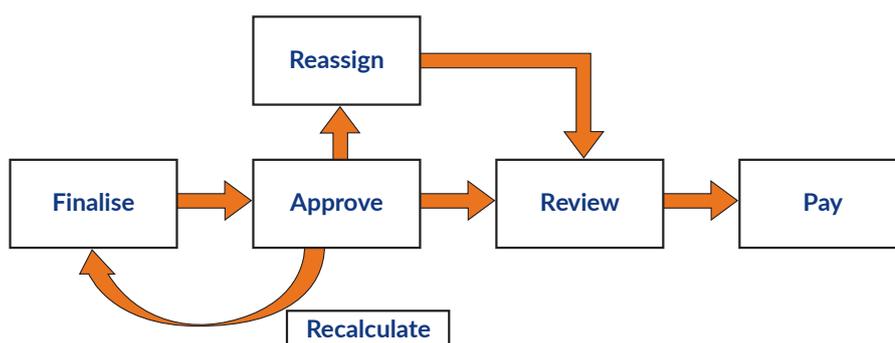
# Payroll Verification

VERIFY AND VALIDATE PAYROLL CALCULATIONS PRIOR TO PAYMENT

**PVE<sup>21</sup> – Payroll Verification** enables you to share responsibility for checking calculated payroll amounts with authorised personnel. After you calculate pay, this integrated module sends payroll data with comments to nominated authorisers for review, approval or rejection. Using **PVE<sup>21</sup> – Payroll Verification** ensures payroll data is verified and validated by trusted approvers and helps to guarantee payroll accuracy.

## How it works

Once payroll has been processed and calculation completed, approvers will be advised via workflow that they have payroll data to review. The approver then checks the payroll calculations supplied for the people they are responsible for verifying. Errors are flagged and sent back to payroll for recalculation and resubmission. Approved payroll data is sent to payroll for final review prior to closing off the payroll.



## Features

- Automatic step in the payroll process
- Data is protected by security profiles
- Reviews can be completed online
- Offers consolidated views with drill-down capability
- Payroll has visibility over entire verification process
- Automated workflows streamline verification process

## Who is an authorised approver?

An authorised approver has to validate that the payroll data is accurate and that the employee is entitled to the payment as calculated. These people will differ in each organisation. Typically, these approvers have a detailed working knowledge of the employee agreements for the people in their team, department or division. They are acknowledged experts on employee entitlements. Each organisation can nominate the person or people required to validate payroll calculations.

## An automated process

**PVE<sup>21</sup> – Payroll Verification** automatically becomes a new step in your payroll process. You decide who will approve each portion of the payroll calculation and the system does the rest. You may divide approvals by departments, divisions, or other classifications that work for your organisation.

After payroll calculation, **PVE<sup>21</sup> – Payroll Verification** will send payroll amounts to each approver for review and approval. When approval is complete, you can finish your payroll process with confidence. If corrections are needed, **PVE<sup>21</sup> – Payroll Verification** sends new amounts back to the authoriser for further review and verification, until approved.

The robust certification process increases payroll accuracy and induces employees' trust that all their entitlements are correctly paid.

## Strong data security

PVE<sup>21</sup> – Payroll Verification relies on the same powerful security profiles that apply throughout your **ichris – International Comprehensive Human Resource Integrated Software** solution. That means approvers will only ever see payroll data for the people you allocate to them. You can be confident that the security applied to PVE<sup>21</sup> – Payroll Verification ensures your payroll data is protected.

## Online review and verification

PVE<sup>21</sup> – Payroll Verification completes the entire approval process online, further enhancing payroll data security. Authorised users can access their approval screens via the internet using smartphone, laptop or desktop devices. The ease and convenience of online approvals ensures nominated authorisers can quickly complete payroll verification.

## Summary and detailed data views

Depending on the complexity of the payroll calculation, an authoriser may prefer a detailed view of each payroll transaction. Others may only need to check summary amounts. PVE<sup>21</sup> – Payroll Verification accommodates all data requirements by offering both a summary and a detailed view of payroll calculations. Where appropriate, a user can drill into amounts to understand an individual calculation or check and verify amounts at-a-glance.

## Retain visibility and control

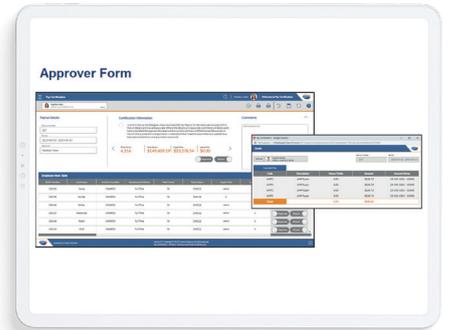
Payroll keeps control over the entire process. Payroll determines who may certify amounts, who has completed their tasks, and when the calculation verification process is complete. PVE<sup>21</sup> – Payroll Verification helps payroll by enabling checks to be completed by knowledgeable authorisers.

## Workflow driven

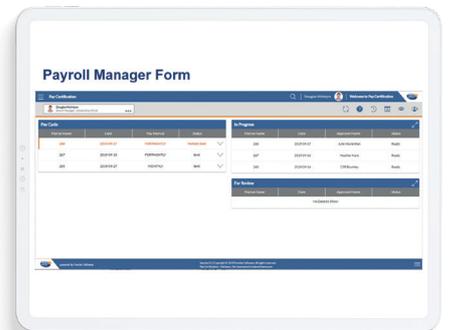
PVE<sup>21</sup> – Payroll Verification uses the powerful workflow functionality in **ichris – International Comprehensive Human Resource Integrated Software** to notify authorised staff that they have payroll amounts to review. PVE<sup>21</sup> – Payroll Verification will also send notifications to payroll when a verification has been completed. This process ensures that no payroll data is overlooked prior to payroll finalisation.

## Benefits

- You will increase payroll accuracy
- You will minimise the need for payroll re-calculation
- You will have clear payroll audit trails
- You will provide trust in the payroll process



Retain visibility and control.



Workflow driven.

To find out how you can access the rich functionality of PVE<sup>21</sup> - Payroll Verification, contact Frontier Software.

[www.frontiersoftware.com](http://www.frontiersoftware.com)

