



*"Business Solutions for the Crash Repair Industry"*

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## WebTRIM PayCentral

September 2009

WebTRIM Pty Ltd

Dated: 22nd September, 2009

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## Features at a glance

### Centralised Pay Processing

- Consolidate the PayRoll Process
- Bridges the gap between your existing PayRoll package and WebTRIM Pro
- Submit all relevant branch data to head office for easy review
- Reduces PayRoll costs immediately through dramatically increased efficiency
- Process multiple location PayRoll in minutes

### No More PayRoll Data Entry

- Eliminate data entry errors
- Querying payment is easy with drill down information available at your fingertips
- Reduce branch interruptions
- Supports all major PayRoll Packages

### Multi Site Collaboration

- Merge roaming worker payments from multiple locations into a single transaction
- Track inter-branch and inter-company costs.

### Enterprise ROI Report

- Compare worker '*Return On Investment*' results across entire enterprise
- Drill down to specific role or group of branches
- Group results over extended periods
- Sort based on margin, revenue achieved, variance to revenue target, and more
- Expand workers to view full history, trends and averages

### Pay Adjustment Tracking

- Identify reasons for common PayRoll adjustments
- Provide auditable history of changes



## Centralised Pay Processing

PayCentral is a must have for all multi-location enterprises that are either currently, or looking to consolidate the PayRoll process. Our application has been developed to bridge the gap between collection of pay information, and the entry into your existing PayRoll package.

Ok, so what exactly does PayCentral do?

As mentioned, this application provides the bridge between two end points. The first point, is the data collection system – WebTRIM Professional. At the end of the pay week, the local branch manager (*or nominated staff member*) is able to review data collected during the week and optionally add in any necessary comments, such as approval of overtime hours – or any irregularities to a normal pay run. Upon completion, a single click operation allows the reviewed data to quickly and securely be submitted to PayCentral.

Once the data is submitted to PayCentral, the payroll officer at head office can begin to process the pays. Dependant on size of enterprise, and resources available, you may opt to begin processing the data after all branches are submitted; or process in stages. Processing at this level simply requires the payroll officer to verify that the data submitted from each branch is acceptable. A summary screen showing normal hours, overtime, bonuses, absenteeism and so on is used for this purpose. All necessary information required to validate a particular payment is available by simply clicking on the worker name, this includes:

- Detailed listing of all Attendance Activity
- Individualised comments describing such circumstances as when an employee works through lunch, authority to work overtime, and any other variances to a standard pay run that the branch has entered.
- Daily summary of accepted Attendance and Overtime by branch
- Absenteeism Transactions
- Production information used to calculate bonuses (*where applicable*)
- Carry Forward values from previous weeks
- Pay Rates, payment methods, and more.

This collated information provides the pay officer with the ability to decide immediately whether a payment is reasonable and valid, rather than having to contact & interrupt the local branch to verify a particular worker's payment. Where an overtime payment (*for example*), has mistakenly been submitted by the branch, the pay officer can either modify the value from within PayCentral directly, or ask the branch to correct and re-submit.

When the payroll officer is satisfied with the data, PayCentral transfers all relevant hours, payments and activity directly into your existing PayRoll package. Please read further for more information on PayRoll integration!



## No More PayRoll Data Entry

The entry of data into your existing PayRoll package can be tedious, prone to error and very time consuming. The larger the organization; the greater the chance that these issues will get out of hand.

When processing pays manually, time is limited. There is little or no opportunity to adequately query particular payments or analyse why an unusual or excessive payment occurred. The payroll officer receives the list of hours and payments from the branch, which is then entered manually without question or cross-checking into the payroll package. Having to perform any cross-checking is simply too cumbersome or imposing on the limited time that the pay officer has to process the pays. In a large organization, it simply becomes too hard!

PayCentral counters this by collaborating all pay related data in an easy to use application, and then feeds this directly into your existing payroll package. This allows a payroll officer to spend their time more efficiently; cross-checking data, making adjustments and managing payments, rather than having to quickly enter a large set of data before the cutoff time – hoping that no mistakes were made!

PayCentral produces output files for each of the major PayRoll applications in use today. Listed below are the current output formats supported by PayCentral. If you are using a payroll package that is not listed, please contact us and we will promptly produce the necessary output.

**Attaché PayRoll Software**

- ✓ Attache PayRoll

**HR3 PayRoll Software**

- ✓ HR3 PayRoll
- ✓ WinPay

**MYOB PayRoll Software**

- ✓ MYOB Accounting Plus
- ✓ MYOB Premier
- ✓ MYOB EXO PayRoll

**Sage PayRoll Software**

- ✓ Sage MicroPay
- ✓ Wage Easy



And more...



## Multi Site Collaboration

Frequently, multi branched operations will have staff moving from one location to another. The problem with this is two fold. The first issue is in the collaboration of hours worked at each location, and to a greater extent – calculation of performance bonuses and the like.

The second problem arises when trying to allocate a roaming worker's cost to the correct branch or company. When setting up a worker in your payroll package, it is necessary to nominate a 'home' location. Upon making payments to the worker, the cost is automatically associated with this location. This can be corrected by making inter-branch or even inter-company journal entries, however the tracking and entry of this is often difficult and cumbersome.

PayCentral was designed with roaming staff in mind. When submitting information from a branch, it checks to see whether this branch has sent data relating to each worker previously. If not, you are able to either create a new worker within PayCentral, or associate the newly submitted worker with an existing entry. The end result of all this is a single, fully collated payment, regardless of how many locations the worker had attended during that pay week.

To correct the issue of tracking journal entry payments, we have developed an easy to use report. This report lists any workers that have spent time during the week at non-home branches, and the cost of this activity. Whether you opt to use this information to make journal entries is your choice, however running this report over lengthy time periods may help to identify why on paper a particular branch is under/over performing in comparison to others.

To assess branch profitability, it is imperative that correct labour costs are located to each branch. This feature alone can make a significance difference to business reporting and ultimately, profitability.

	Attended	Overtime	Doubletime	Production	Absenteeism	Bonus	Payment	
+ [Redacted]	7.60	0.00	0.00	\$0.00	(30.40) \$739.64	\$0.00	\$924.55	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	6.41	0.00	\$481.37	\$0.00	\$0.00	\$410.24	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	4.02	0.00	\$0.00	\$0.00	\$0.00	\$508.55	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$431.52	\$0.00	\$0.00	\$1,064.00	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$294.67	\$0.00	\$0.00	\$665.00	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$1,193.00	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$324.00	\$0.00	\$0.00	\$627.00	<input checked="" type="checkbox"/>
+ [Redacted]	30.40	0.00	0.00	\$23.08	(7.60) \$185.06	\$0.00	\$925.30	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	4.22	0.00	\$826.16	\$0.00	\$0.00	\$1,108.25	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	3.38	0.00	\$27.91	\$0.00	\$0.00	\$910.36	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	4.38	0.00	\$982.79	\$0.00	\$0.00	\$1,690.14	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$707.87	\$0.00	\$0.00	\$1,292.00	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$703.57	\$0.00	\$0.00	\$1,250.00	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$467.54	\$0.00	\$0.00	\$1,292.00	<input checked="" type="checkbox"/>
+ [Redacted]	22.80	0.00	0.00	\$194.72	(15.20) \$191.36	\$0.00	\$478.41	<input checked="" type="checkbox"/>
+ [Redacted]	30.40	4.08	0.00	\$0.00	(2.65) \$35.68	\$0.00	\$527.45	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$1,235.00	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	2.37	0.00	\$855.46	\$0.00	\$0.00	\$1,141.66	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	5.00	0.00	\$0.00	\$0.00	\$0.00	\$700.70	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$1,109.64	\$0.00	\$0.00	\$1,000.16	<input checked="" type="checkbox"/>
+ [Redacted]	38.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$692.36	<input checked="" type="checkbox"/>
<b>Branch Totals</b>	<b>737.20</b>	<b>33.86</b>	<b>0.00</b>	<b>\$7,430.30</b>	<b>(55.85) \$1,151.74</b>	<b>\$0.00</b>	<b>\$19,636.13</b>	



# Enterprise ROI Reporting

WebTRIM Professional is well known, and often sought after for its ability to provide accurate ROI (*Return On Investment*) results

This recent addition to PayCentral provides you with a multi-faceted report that you can use to compare workers across the entire enterprise. The report in its basic form is not dissimilar to the report within WebTRIM Professional. You can view the gross margins, achieved hourly rates and of course, the revenue generated by each worker.

The difference is in the ability to view this information across the entire enterprise. For example, you can select all Spray Painters in a particular region or entire organisation – and sort their results based on revenue generated, margin, sale rate, and more. This information provides a much greater insight into what can be achieved from workers, who your highest performers are and so on. Likewise, you can analyse the least performing workers, and focus your attention on improving their output.

The report can also group results into long term date ranges, rather than having to focus on a single week at a time. The advantage with this feature is that it removes the peaks and troughs which are often a result of absenteeism, or large tasks that may not yet be completed and adjusted (*and therefore not included in the results*). Drill down features also allow you to compare the current selected period to previous.

#	Branch	Employee	Role	Payment	Margin%	SaleRate	Worker Revenue		
							Target	Achieved	Variance
1.			Spray Painter	\$1,073.50	71.7%	\$92.92	\$2964.00	\$3795.88	\$831.88
2.			Spray Painter	* \$1,149.50	60.2%	\$76.10	\$3448.50	\$2313.41	\$-1,135.09
> 03/09/2009 to 09/09/2009				* \$1,149.50	66.4%	\$90.09	\$3448.50	\$2738.66	\$-709.84
> 27/08/2009 to 02/09/2009				\$1,149.50	47.3%	\$57.41	\$3448.50	\$2181.42	\$-1,267.08
> 20/08/2009 to 26/08/2009				\$1,149.50	-9.9%	\$27.52	\$3448.50	\$1045.71	\$-2,402.79
> 13/08/2009 to 19/08/2009				\$1,149.50	52.6%	\$63.80	\$3448.50	\$2424.23	\$-1,024.27
> 06/08/2009 to 12/08/2009				* \$1,177.63	17.6%	\$36.70	\$3448.50	\$870.98	\$-2,577.52
> 30/07/2009 to 05/08/2009				\$1,149.50	2.1%	\$30.91	\$3448.50	\$1174.69	\$-2,273.81
> 23/07/2009 to 29/07/2009				\$1,149.50	2.8%	\$31.11	\$2873.75	\$1182.31	\$-1,691.44
> 16/07/2009 to 22/07/2009				\$1,149.50	56.4%	\$69.32	\$2873.75	\$2634.29	\$-239.46
> 09/07/2009 to 15/07/2009				\$1,149.50	54.9%	\$67.02	\$2873.75	\$2546.64	\$-327.11
> 02/07/2009 to 08/07/2009				\$1,191.55	54.8%	\$66.90	\$2873.75	\$2635.29	\$-238.46
> 25/06/2009 to 01/07/2009				\$1,149.50	49.1%	\$59.42	\$2873.75	\$2257.83	\$-615.92
> 18/06/2009 to 24/06/2009				\$1,149.50	49.8%	\$60.22	\$2873.75	\$2288.29	\$-585.46
* Average per 1 Week Period				\$1,154.90	38.8%	\$56.65	\$3,183.23	\$2,022.60	\$-1,160.63
Total for 13 Week Period				\$15,013.68	46.4%	\$56.43	\$41,382.00	\$26,293.75	\$-15,088.25
3.			Spray Painter	* \$924.55	0.0%	\$0.00	\$2773.62	\$0.00	\$-2,773.62
4.			Spray Painter	* \$925.30	-928.3%	\$2.37	\$2775.90	\$71.99	\$-2,703.91
5.			Spray Painter	\$1,690.14	44.9%	\$72.32	\$4322.99	\$3065.05	\$-1,257.94
6.			Spray Painter	\$1,292.00	11.9%	\$38.60	\$3876.00	\$1466.84	\$-2,409.16
7.			Spray Painter	\$1,141.67	57.3%	\$66.22	\$0.00	\$2673.34	\$2,673.34
8.			Spray Painter	* \$1,000.15	63.0%	\$71.22	\$3000.48	\$2164.95	\$-835.53
9.			Spray Painter	\$1,292.00	36.7%	\$53.72	\$3876.00	\$2041.37	\$-1,834.63
10.			Spray Painter	\$1,312.15	45.8%	\$63.66	\$3936.42	\$2419.20	\$-1,517.22
11.			Spray Painter	* \$1,064.00	50.9%	\$57.04	\$3192.00	\$433.52	\$-2,758.48
Total for 11x Workers				* \$12,864.96	47.9%	\$59.43	\$34,165.91	\$20,445.55	\$-13,720.36



## Pay Adjustment Tracking

On occasion, the pay officer may be required to modify some of the data submitted to PayCentral. This may be required for several reasons, such as rejecting unauthorized overtime, missing attendance, modifications to bonuses, pay disputes, and so on.

When such a modification is made, the pay officer is required to select a reason as to why the change occurred. The reason for the modification, existing value, new value and current username are all stored on the PayCentral server.

By utilizing this data, we provide a report that you can use to analyse frequency of modifications as well as the common types that occur. The intended result is a better understanding of what modifications occur so that you can then develop procedures to reduce their frequency. This information also aids in the tracking of modifications, especially where a dispute is involved!

	Attended	Overtime	Doubletime	Production	Absenteeism	Bonus	Payment	<input type="checkbox"/>	
+ [REDACTED]	38.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$649.80	<input checked="" type="checkbox"/>	
+ [REDACTED]	38.00	2.12	0.00	\$412.20	\$0.00	\$0.00	\$671.23	<input checked="" type="checkbox"/>	
+ [REDACTED]	38.00	6.07	0.00	\$1,019.35	\$0.00	\$0.00	\$1,504.99	<input type="checkbox"/>	
<b>Rates &amp; Related Information</b>									
<b>Attendance Notes</b>									
09/09/2009 Authorise to Work Overtime Authorise to work 2.0 Hours [Audit Info: [REDACTED] 22/09/2009 15:16:50]									
<b>Attendance Detail</b>									
03/09/2009: 6:26am to 4:04pm (9.63 Hours)									
04/09/2009: 6:25am to 2:34pm (8.15 Hours)									
07/09/2009: 6:28am to 4:00pm (9.53 Hours)									
08/09/2009: 6:27am to 4:11pm (9.73 Hours)									
09/09/2009: 6:29am to 4:12pm (9.72 Hours)									
<b>Attendance Summary</b>									
Date	Normal Hours	AM OT Hours	PM OT Hours	PM OT2 Hours	Normal Cost	AM OT Cost	PM OT Cost	PM OT2 Cost	
03/09/2009:	<a href="#">7.60</a>	<a href="#">1.57</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$259.54	\$53.62	\$0.00	\$0.00	
04/09/2009:	<a href="#">7.60</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$259.54	\$0.00	\$0.00	\$0.00	
05/09/2009:	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$0.00	\$0.00	\$0.00	\$0.00	
06/09/2009:	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$0.00	\$0.00	\$0.00	\$0.00	
07/09/2009:	<a href="#">7.60</a>	<a href="#">1.43</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$259.54	\$48.83	\$0.00	\$0.00	
08/09/2009:	<a href="#">7.60</a>	<a href="#">1.55</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$259.54	\$52.93	\$0.00	\$0.00	
09/09/2009:	<a href="#">7.60</a>	<a href="#">1.52</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	\$259.54	\$51.91	\$0.00	\$0.00	
<b>Other Information</b>									
+ [REDACTED]	38.00	0.00				\$0.00	\$0.00	\$350.74	<input checked="" type="checkbox"/>
+ [REDACTED]	38.00	4.75				\$0.00	\$0.00	\$496.38	<input checked="" type="checkbox"/>
+ [REDACTED]	38.00	0.00				\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>

**Override Value: Overtime (AM)** X

Enter New Value

Reason for Change



## PayCentral, how do I start?

### Prerequisite

You must already own or are looking to purchase WebTRIM Professional license(s)

### Step 1

Contact WebTRIM directly with any queries or specific requirements that you may have. If you are using an existing PayRoll Package that is not listed, we will contact the vendor and confirm that an integration pathway can be developed.

### Step 2

WebTRIM will integrate all instances of WebTRIM Professional with the PayCentral server, and setup company, branch and worker structures as required.

### Step 3

One of our experienced trainers will liaise with key staff to determine the best way to implement and integrate PayCentral into your existing business structure.

### Step 4

Key staff will be trained on PayCentral usage, and we will continue to be in contact to ensure a smooth transition from your existing manual system.

### Pricing

Integration with unlisted Payroll Package:	FREE
Online Training:	FREE
PayCentral License:	\$3,500
PayCentral Branch Integration & Support:	\$35 per month per branch
PayCentral Head Office Support:	\$35 per month

*Note: All prices quoted exclude GST*