OPERA II ™

Payroll & HR Solution

WINNER
PAYROLL SOFTWARE

SOFTWARE
SATISFACTION
AWARDS 2009

pegasus

The Opera II Payroll & HR solution has been designed to ensure that complicated Payroll procedures are simplified and automated. By working closely with HM Revenue & Customs (HMRC), Central Government and existing customers, Pegasus have revolutionised Opera II Payroll & HR; it was the first professional application to gain HMRC approval for filing End-of-Year returns online, and has been fully tested and meets HMRC Payroll Standard and HMRC Pensioner Payroll Standard.

HM Revenue & Customs	
Payroll Standard	

Optional Features		
2 weekly 4 weekly pay frequencies	Yes
Directors National Insurance	Yes
Contracted-out Pension Deductions	Yes

HM Revenue & Customs
Pensioner Payroll Standard

Impressive functionality

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

Opera II Payroll & HR provides all of the functionality a progressive business requires. Full of automated procedures and with HMRC legislation built in, Opera II Payroll & HR will save time, reduce errors and take the confusion out of processing such things as multiple pension schemes with variable percentage and fixed amounts, establishing an employee's statutory maternity pay entitlement or retrospectively changing a National Insurance code with the employer or employee adjustment calculated immediately.

Included as standard:

- Individual group or multi-group consolidation and analysis via cost centre and department
- Fully automated SSP, SMP, SPP and SAP
- Directors NI with actual start date precision
- Advanced Pension Processing, including COMP, COSR, Group Personal Pension and Stakeholder schemes with full reporting
- Fully automated Attachment Order Processing and reporting
- Holiday Pay Accruals and Holiday Pay Averaging
- Remote Timesheet Entry
- Global payment and deduction changes based on values or percentages
- Student Loan deductions

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 or re-print payslips with 999 periods retention capabilities.

User-definable, dynamic views give Opera II Payroll users the ability to 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 II Payroll also allows full graphical representation of information and provides the ability to export to Microsoft Excel or Word.

Also included as standard:

- Historical leavers can be re-introduced at the touch of a button, allowing access to history, payslip regeneration and easy re-instatement.
- Detailed History, Payslip Images and This Period Summary Reports can be retained for 999 periods.
- P45(1), P45(3), P46 and P46(PEN) forms can be produced and submitted to HMRC online via the accompanying HMRC Accredited Pegasus Online Filing Manager. This is now a mandatory requirement for ALL medium and large employers
- User access may be set at Company level, whilst Groups may be password-protected, and processing functions can be restricted.
- Fully automated Audit Log tracks all key changes by date, user and process for the entire payroll year.
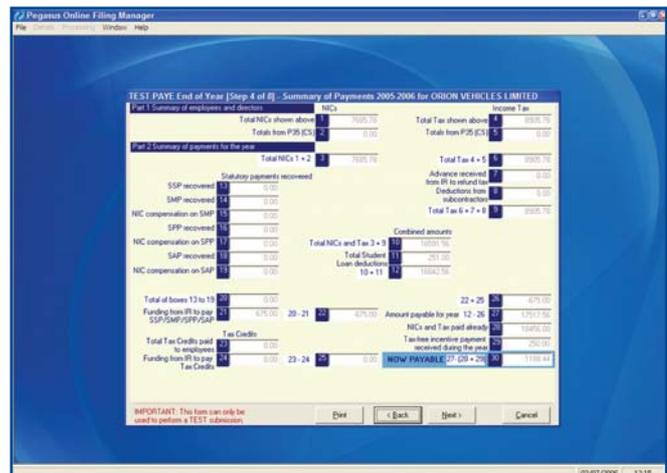
Online Filing Manager: HMRC Quality Standard

The Opera II Online Filing Manager provides the facility to submit End-of-Year returns and in-year forms via the Government Gateway. Electronic submission of these is now mandatory for all medium and large employers. The Opera II Online Filing Manager was the first professional application to gain HMRC approval for verifying and electronically submitting P14 and P35 information. A reassuring thought, as the HMRC Quality Standard ensures that your data entries are correct, that they are in the correct fields and that they all add up.

- End-of-Year returns are quick and effortless
- Easy, step-by-step format designed to replicate the P35 form
- Multiple group information consolidation
- Compression for large submissions
- Ability to send multiple test submissions prior to the live submission
- P14 and P35 data content validation to HMRC Quality Standard by built-in integrity checks

Any anomalies that could cause the return to be rejected are automatically highlighted, providing the opportunity to make amendments to the data before submission.

The Online Filing Manager can also process P45(1), P45(3), P46 and P46(PEN) information entered within the Payroll. It can generate individual or multiple files for submission to HMRC, resulting in reduced manual intervention and a more secure online process.

Complete expense and benefit management

Manually transferring information from one application to another, or onto a paper form, will undoubtedly result in mistakes through human error. That's why Opera II Payroll & HR also integrates with P11D Organiser, providing an essential element in any Payroll & HR solution as a management and reporting tool for benefits and expenses.
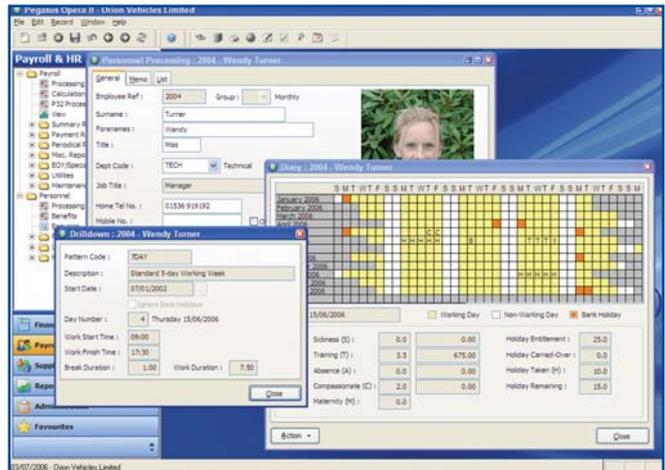
P11D Organiser is not just a 'form-filler'. It has been designed to assist in the management and collation of P11D, P9D and P46 car information throughout the year and not simply at the crucial year-end, producing HMRC approved forms for submission, with file-by-internet capabilities.

- Customisable benefits and expenses can be associated to an individual or group of individuals
- Dispensation legislation is built in
- Extensive employer, employee, fleet, periodic and benefits and expenses reporting
- Form e-mailing facilities
- User-friendly import wizards
- Year-end and benefit alignment tools

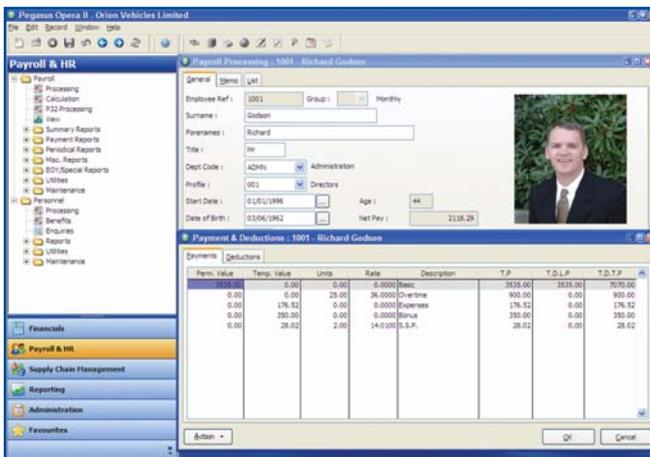# Comprehensive management of employee information

Detailed and up-to-date information on employees is key to a successful HR function. Integrated with Opera II Payroll, Personnel enables the management of all employee-related processes covering recruitment, retention, training, disciplinary actions, absenteeism, job changes and salary updates.

As an added benefit, with Pegasus Instant Messenger (PIM) you can reduce the time spent responding to day-to-day queries by employees. PIM can be set up so that staff are automatically notified of Personnel-specific information, such as remaining holiday entitlement and sick days, resulting in cutting down the number of such ad hoc queries.

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

Financial management integrated with Payroll & HR

For some businesses it is clear that having a modern and powerful Payroll & HR solution that runs standalone is no longer enough. Pegasus Opera II has been developed to allow the integration of financial management, supply chain management and payroll, in order to deliver a wide range of benefits to numerous people and departments within a business.

What's more, for companies in the manufacturing and construction sectors, Pegasus provides specialist solutions that integrate seamlessly with Opera II.
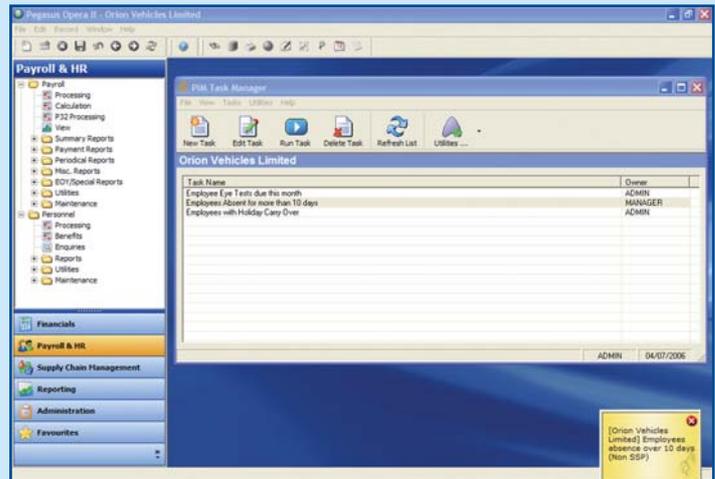
Document Management integration

Opera II Payroll & HR integrates with Pegasus Document Management, an innovative way of managing your business documentation. With Document Management you can capture business documents and store them electronically, making archiving efficient, saving time, filing space, paper, and the environment.

Reporting

The Payroll & HR solution 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 II with Microsoft Excel.

More on instant communication

Pegasus Instant Messenger (PIM) is an intelligent communication facility which connects users of Opera II with the information held within their system. Users define which processes and issues they need to be alerted to (such as escalating levels of sickness to managers, monitoring holidays, warning if an employee or contractor exceeds agreed salary levels) and PIM automatically sends a message to them in a pop-up window. Alternatively, a text or HTML format e-mail can also be sent. PIM's user-friendly wizard makes setting up these alerts a quick and easy process, and these criteria can be reviewed at any time. Online collaboration is also possible, allowing users to discuss and respond to business issues instantly.

Scalable

Opera II Payroll is used by companies of widely varying sizes, from fewer than 10 employees right through to over 25,000 employees: proof of the flexibility and power it provides. In addition, its multi-company capability coupled with the speed of processing mean that it's also equally at home in a payroll bureau.

Fully customisable

Opera II Payroll & HR can be customised to fulfil any special requirements: forms can be changed, conditions added to fields and menu structures modified. This means that businesses can benefit from a solution that is tailored to meet their exact requirements and can therefore realise a greater return on their investment.

PAYROLL & HR

Fully automated statutory payments ■ Retrospective NI changes ■ Global changes ■ Payroll History – 999 pay periods ■ Student Loans ■ 999 Payment and Deduction types ■ Advanced pensions management ■ Audit Log ■ P32 processing, consolidation and reporting ■ P11 reporting ■ Absenteeism management ■ Diary ■ Global salary update facility ■ Attach documents and photos to employee records ■ Holiday carry-over facility ■ EOY Returns and In-Year forms ■ P11D generation and File by Internet ■ Security controlled by Opera II Security Manager ■ Backup and restore facility

REPORTING

Definable Payroll Reports ■ Pegasus XRL (integration with Microsoft® Excel) ■ Pegasus Instant Messenger

TAILORING AND INTEGRATION WITH OTHER SYSTEMS

E-mail and Internet Enabled ■ OLE — Object Linking and Embedding facilities ■ Output to Microsoft Excel and Word ■ System-wide preferences per user ■ Developers' Toolkit for customisation requirements

ARCHITECTURE

Microsoft Visual Studio ■ Windows 2003/2000 Server ■ Citrix Metaframe XP (Standard Edition) ■ Windows XP/2000 Professional