



WEBINAR

Top tips for Maximising Efficiencies in Payroll



Today's Speaker



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Manager

Agenda

✓ Introduction to KeyPay Partnerships

✓ Top Tips for Maximising Efficiencies in payroll

Introduction

KeyPay Partnerships

Did you know?

Partners can leverage the KeyPay partner directory to attract new clients.

How does KeyPay support partners and their growth?

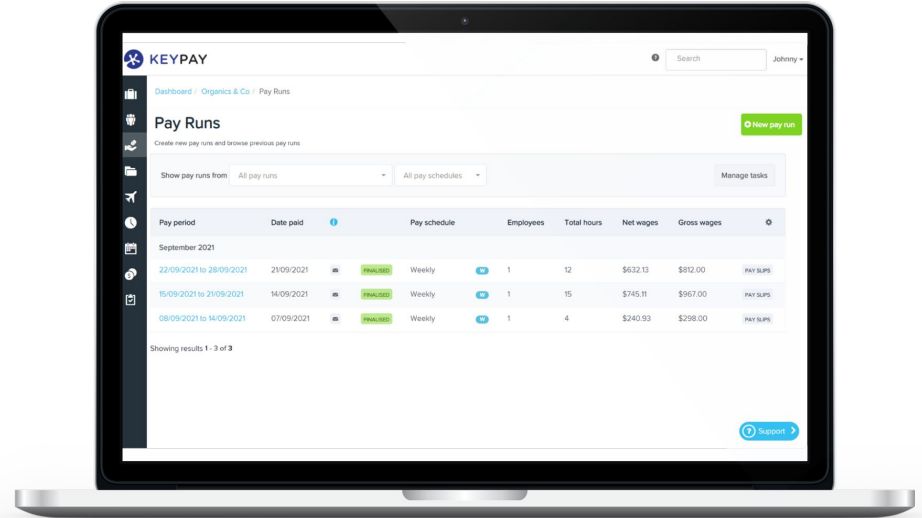
- ✖ 24/7 accessible resources
- ✖ Tiered partner pricing
- ✖ Branded solution
- ✖ Partner dashboard
- ✖ Global expansion support

Tip 1:

Automate manual tasks

Did you know?

KeyPay can automate nearly **90%** of the payroll process.



Pay conditions engine

KEYPAY Search Marc Prince

Unpublish 19 shifts Roster actions - Support

Calendar June 2022 Today 20 - 26 Jun 2022 Day Week Fortnight

	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26
Offices / Redok Office 72h Om, \$7,349.40	16h Om \$501.98	16h Om \$501.98	16h Om \$501.98	8h Om \$341.98	16h Om \$501.98		
JC Jason Chan 32h Om, \$640.00	9am - 5pm 8h Om \$160.00	9am - 5pm 8h Om \$163.00	9am - 5pm 8h Om \$162.00		9am - 5pm 8h Om \$160.00		
MP Mark Prince 40h Om, \$1709.40	9am - 5pm 8h Om \$318.88	9am - 5pm 8h Om \$318.88	9am - 5pm 8h Om \$318.88	9am - 5pm 8h Om \$318.88	9am - 5pm 8h Om \$318.88		
Unassigned shift							
Offices / Bukom 40h Om, \$203.79	8h Om \$41.96	8h Om \$41.96	8h Om \$41.96	8h Om \$41.96	8h Om \$41.96		
FO Faith Ong 40h Om, \$209.79	9am - 5pm 8h Om \$41.96	9am - 5pm 8h Om \$41.96	9am - 5pm 8h Om \$41.96	9am - 5pm 8h Om \$41.96	9am - 5pm 8h Om \$41.96		
Unassigned shift							
Offices / Jurong West Office 40h Om, \$380.00	8h Om \$176.00	8h Om \$176.00	8h Om \$176.00	8h Om \$176.00	8h Om \$176.00		
RW Renee Williams 40h Om, \$880.00	9am - 5pm 8h Om \$176.00	9am - 5pm 8h Om \$176.00	9am - 5pm 8h Om \$176.00	9am - 5pm 8h Om \$176.00	9am - 5pm 8h Om \$176.00		
Unassigned shift							

Filter: Manage filters

Group by: Location

Then: Sort by employee

Hide employees with no shifts:

Location: [input]

Include sublocations:

Shift status: All

Tip 2:

Make employee management quick and easy

Did you know?

Onboarding an employee could include up to **15 manual tasks**.



Start Employee Self Setup ×

First Name

Surname

Email Address

Mobile Number

Qualifications Required ⚠️

Emergency Contact Details Required

Tip 3:

Leverage technology

Did you know?

Businesses of up to 99 employees use on average **24 applications***.

How do we leverage technology to make our processes more efficient?

- ✓ Consolidate systems where possible
- ✓ Choose systems that integrate
- ✓ Choose a system that suits you now and in the future
- ✳ KeyPay is an all-in-one solution, has an open API, and allows you to service unlimited employees!

Tip 4:

Track important tasks

Did you know?

KeyPay has a new dashboard feature in BETA that will even further streamline running payroll for multiple clients.

What important payroll tasks do you need to track for each pay run?

- ⚠ New employees / missing details
- ⚠ Employee birthdays / pay rate increases
- ⚠ Legislation changes
- ⚠ Qualification expiration
- ⚠ Pending requests
- 🌀 KeyPay will automatically alert you of upcoming tasks or changes

Bureau Dashboard

The screenshot displays the KeyPay Bureau Dashboard interface. At the top, the header includes the KeyPay logo, the text 'KEYPAY | BUREAU DASHBOARD', and user information 'RZ Singapore Test' and 'Marc Princ...'. A navigation sidebar on the left contains icons for home, activity feed, and settings. The main content area is titled 'Activity feed' with a subtitle: 'Get an overview of all your pay run activities and their statuses across all the clients you manage.' Below this is a section for 'Pay run activities' with a 'Create new business' button. A filter bar allows users to search by business name or ID, filter by activity type (All activities), payroll manager (All payroll managers), and date range (31/12/2021 - 31/07/2022). The activity feed is categorized into 'ERROR', 'OVERDUE', 'IN PROGRESS', and 'UPCOMING'. The 'OVERDUE' section shows a table with one entry: 'Monthly pay run (29/01/2022 to 28/02/2022)' for 'Big Bob's Chilli Crab Shack' on '11/03/2022'. The 'IN PROGRESS' section shows a table with four entries for 'Singapore Coffee Co' with dates ranging from 02/07/2022 to 03/06/2022. The 'UPCOMING' and 'COMPLETE' sections are partially visible at the bottom.

KEYPAY | BUREAU DASHBOARD

RZ Singapore Test Marc Princ...

Home / RZ Singapore Test / Activity feed

Activity feed

Get an overview of all your pay run activities and their statuses across all the clients you manage.

Pay run activities

Create new business

Any brand

Filter by Business name or ID All activities All payroll managers 31/12/2021 - 31/07/2022 Update Clear filter

ERROR 0 Include dismissed

OVERDUE 1 Bulk create pay runs

Activity	Business	Payroll manager	Date	Action
Monthly pay run (29/01/2022 to 28/02/2022)	Big Bob's Chilli Crab Shack		11/03/2022	

IN PROGRESS 4 Bulk finalise pay runs

Activity	Business	Payroll manager	Date	Action
Casual Employees pay run (02/07/2022 to 01/08/2022)	Singapore Coffee Co		31/07/2022	
Exec team pay run (24/05/2022 to 30/05/2022)	Singapore Coffee Co		03/06/2022	
Exec team pay run (24/05/2022 to 30/05/2022)	Singapore Coffee Co		03/06/2022	
Exec team pay run (24/05/2022 to 30/05/2022)	Singapore Coffee Co		03/06/2022	

UPCOMING 0

COMPLETE 4

Activity	Business	Payroll manager	Date	Action
Full time Employees pay run (01/05/2022 to 30/05/2022)	Singapore Coffee Co		10/07/2022	
Casual Employees pay run (02/06/2022 to 01/07/2022)	Singapore Coffee Co		30/06/2022	
Exec team pay run (24/05/2022 to 30/05/2022)	Singapore Coffee Co		03/06/2022	
Casual Employees pay run (02/05/2022 to 01/06/2022)	Singapore Coffee Co		30/05/2022	

Tip 5:

Eliminate inefficient communication

What type of communication is making your processes inefficient?

- Distributing pay slips
- Leave managed in email
- Reporting for clients
- Changes to employee details
- Managing expense receipts approval
- ✳ KeyPay streamlines all of the above and more!

Pro Tip 6:

Outsource complex tasks

Did you know?

KeyPay has a talented CX team that can take care of your complex tasks

How can you benefit from outsourcing complex payroll tasks?

- ➖ Remove stress and errors
- ✔ Increase in-house capacity
- ✔ Leverage expertise
- ✔ Get tasks completed faster
- ✔ Improve focus on other services
- ✳ KeyPay's CX team can train, implement or build for you!

Top Tips

Take the hard work out of payroll and maximise efficiencies with our top tips.

- ✓ Automate manual tasks
- ✓ Make onboarding quick and easy
- ✓ Leverage technology
- ✓ Track important tasks
- ✓ Eliminate inefficient communication
- ✓ Outsource complex tasks

