Civica HR & Payroll
Payroll Bureau Portal

A secure way to share sensitive pay data with your payroll provider and your employees.

Civica Payroll Bureau Portal

The Civica Payroll Bureau Portal enables authorised users to exchange information with their payroll provider in a way that is simple, secure and auditable, promoting efficiency and accuracy. Each administrator has a dedicated log-in, controlling the payroll groups they can access, what they are able to do and delivering a personalised task list. All actions are fully audited.

Employee portal

Option of payslip and P60 self-serve facilities for employees.

Manage employees

Users can add new employees, or edit existing details, including personal, company, contact and contractual information and bank details. The status of any changes or additions to be processed is shown using a handy traffic light system. Users can specify whether the employee would prefer their payslips in print form, or emailed to them, as well as what email address their payslip should be sent to. The data held can be saved to PDF or printed, for record keeping or to respond to GDPR requests.

Enter leavers

The portal provides facilities to record leaver details for your payroll provider to process. Users can record a leave date, whether it is a death in service, and enter notes or a leave reason.

Main benefits

▶ **Improved accuracy** - significantly reduces human error caused by handwritten forms and manual amending of payrolls

▶ **Improved SLA's** – no need to email, check employee data in real-time

▶ **Improved visibility** – lists of changes make authorisation quicker and easier

▶ **Reduced risk** – all changes and requests are fully audited

▶ **Reduced employee requests** – payslip and P60 self-serve facilities.

Add period variations

Enter new fixed or one-off inputs including department and cost centre details using intelligent dropdown menus. Users can also request deductions including variable and countdown options.

View and enter sickness records

The portal enables users to view sick records for an employee and to enter new absences, to be processed by their payroll provider in line with statutory and company schemes.

Click for your next steps

Watch an online demonstration here.

Contact us for a quotation.

Improved
accuracy

Improved
SLA's

Easier
authorisation