



fact sheet

topaz employee management system

Topaz Employee Management System (EMS) is a fully integrated solution covering payroll and human resources (HR) management. A highly scalable product, it is competitively priced but also extremely comprehensive. It offers rich functionality and an intuitive look-and-feel.

Topaz EMS is one of the most flexible payroll and HR packages on the UK market. This flexibility, combined with exceptional scalability, enables Topaz EMS to:

- Meet the needs of organisations in a wide range of business sectors
- Support each customer organisation's unique processes and working practices
- Quickly accommodate statutory changes
- Support customer organisations as they evolve and grow over time

For those customers who require it, Topaz offers a consultative approach to solution implementation, ensuring that the benefits of the software are maximised. Topaz EMS is strong on security, providing defined access for different user categories and an audit trail of all user actions.

Business benefits

Topaz EMS cuts costs and boosts employee productivity, helping to create a more effective and more profitable organisation.

As a fully integrated solution, capable of interfacing with a wide range of other systems, Topaz EMS eliminates the need for data re-entry and ensures data consistency. Customer organisations do not have to spend time and money building and maintaining their own interfaces.

By introducing more streamlined processes and enabling data to flow smoothly between systems, Topaz EMS cuts down on routine administration. Payroll processing times, for example, may be reduced by up to 50 per cent. This produces major savings in labour costs and enables people to concentrate on tasks that add value to the organisation.

End-users find Topaz EMS intuitive and easy to use. As a result, training costs are minimised and productivity increased. Productivity also benefits from the system's self-service functionality, which provides managers and employees with secure enterprise-wide access to selected HR and payroll data. People can therefore take direct responsibility for tasks that were once performed through an intermediary.





Functions and Features

- Payroll & Pensions
- Pay Review Management
- Benefits Management (P11D)
- Expense Management
- Vehicle Management
- Personnel Administration
- Personnel Diary
- Recruitment
- Training Administration
- Time & Attendance

Business Benefits

- Increases employees' productivity
- Improves profitability and efficiency
- Validation checks avoid simple human errors
- Total scalability
- Increases management control
- Security via defined individual access
- Comprehensive reporting
- Easily integrated into existing systems
- Quality service and support
- Health and safety recording
- Compliance with legislative requirements

The provision of management information is a key strength of Topaz EMS. As well as a vast selection of standard reports, to which selection and sequencing criteria can be added, there are links to reporting tools so that users can write their own reports. In this way, Topaz EMS increases management control and promotes strategic decision-making in areas such as employment costs and career development. As a result, the workforce is not only more productive but also more satisfied.

Payroll

The Topaz EMS Payroll solution has been designed to meet the complex payroll processing requirements of today's large organisations. It manages employee remuneration effectively by means of: multiple payrolls; unlimited combinations of earnings and deductions; automated SSP, SAP, SPP and SMP; and a flexible pensions facility. It also features pay scales, stakeholder pensions, tax credits, student loans and payment in euros. Year-end documentation can be submitted electronically to the Inland Revenue via eFiling, for which Topaz has accreditation.

Validation checks reduce the risk of human error. SMP dates, for example, can be validated in line with the most recent legislation. With Topaz EMS, employers can effortlessly meet their legal and contractual requirements, and fulfil their responsibilities to future employees.

The option to retain historical data, including on-screen pay slips for current and past tax years, supports retrospective reporting and analysis for management information purposes.

Human resources

The Topaz EMS HR solution provides a complete administration environment for HR management. It provides the user with the ability to record and report on all aspects of HR, maximising the usefulness of the data and helping employees to fulfil their potential.

The solution consists of a series of fully integrated modules:

- The Personnel Administration module stores information covering all aspects of the employee's career. Comprehensive document-handling capabilities enable documents to be attached to employee records.
- The Expenses Management module is fully integrated with the payroll and provides self-service functionality for inputting employee expenses.
- The Personnel Diary maintains a chronological list of events for every employee and provides graphical diary profiles. It can be used for holiday administration and for absence and sickness management, not to mention health and safety issues.
- The Vehicle Management module stores a complete range of information about company vehicles.
- The Benefits Management module collates all relevant employee benefits and produces an on-screen P11D for submission via eFiling.
- The Recruitment module supports all aspects of the recruitment process, with data relating to successful candidates being automatically forwarded to the relevant Topaz EMS modules.
- The Training Administration module provides a comprehensive management solution for workforce training and development.
- The Staff Development module allows specified career development tasks to be allocated to staff members.
- Time and Attendance is an optional module designed to support flexible working practices operating in tandem with clocking units.

Technical information

Topaz EMS is a MS Windows-based application operating on all common platforms and compatible with a range of leading databases.