

Software directory 2022

Contributor submission form

Thank you for your interest in contributing to the CIPP's payroll software directory 2022. Please complete the questions below so your organisation can be included.

Guidance

- Please complete all information accurately, and ensure you have the authority to supply the information, and the time to verify the directory at proofing stage.
 - One proof of the directory will be sent to all contributors. Please ensure you provide contact details below for someone who will be responsible for verifying and approving the information. This cannot be a generic email address.
- All contributors who wish to be included should complete sections one and two. The subsequent sections are for systems that support additional features such as HR, expenses and benefits etc. Please complete all relevant sections.
 - If your software includes multiple sections within the same product, you only need to complete this form once. However, if you have variations of your product offering standalone functionality (i.e. HR only, or expenses only) then please complete a form for each product with a different name.
- To ensure an accurate comparison across products and providers, the responses are limited to yes and no. If you feel there are topics or features missing, please include these in the comments box at the end of each section. These can be used to improve future directories.

For any questions on completing this submission, please contact marketing@cipp.org.uk

DEADLINE FOR SUBMISSION IS 14 JANUARY 2022

Company contact details

This is how your company will appear in the directory

Company name

Product name

Website URL

Approver contact details

Please enter the contact details of the person at your organisation who will be the primary contact, used to verify and approve the proofs.

Full name

Job title

Contact number

Email address

I confirm I have the authority to provide and verify information on behalf of the above organisation, and agree to the submission terms.

Section 1: What do you offer?

The questions below will provide the end users with a high-level overview of the main areas your software offers and will also advise you which additional sections in this document to complete.

Module	Offered by software? <i>Please tick all that apply</i>	
Payroll		
HR		
Expenses and benefits		
Workforce management		
Self service		
Do you offer managed/outsourcing services?		
Maximum employees		
Maximum PAYE references		
Cloud based option		
On Premise option		
Hosted service option		
Integration/API capabilities		
GDPR compliant		
Global		

PLEASE CONTINUE TO THE NEXT PAGE TO COMPLETE THE SECTION ON PAYROLL FEATURES AND FUNCTIONALITY

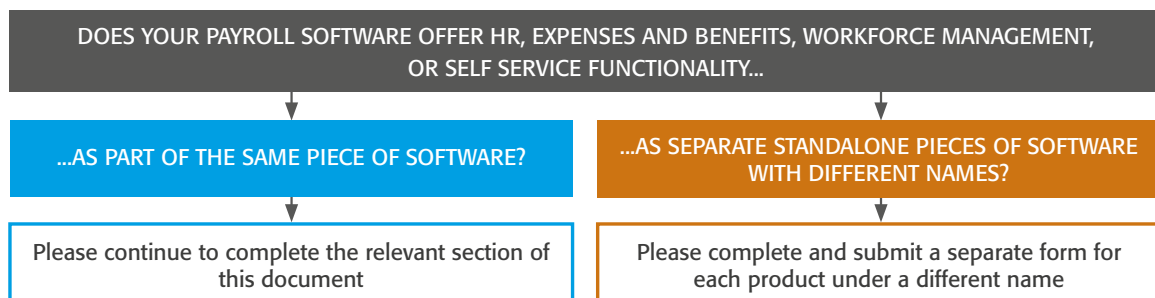
Section 2: Payroll features

This is the primary section of the questionnaire and covers a wide range of features typically offered by payroll providers.

	Feature	Included?
FREQUENCIES	Standard, i.e. monthly/weekly/fortnightly/lunar	
	Other frequencies	
STATUTORY REQUIREMENTS	HMRC-recognised software	
	Off-payroll workers	
	Construction Industry Scheme	
	Split NI calculations	
	RTI submissions	
	AEOs	
	Aggregated NI calculations	
	P9/P6 uplift - automatic interface with HMRC for incoming data - (P6/P9 and student loan)	
	Automatic NI category letter changes	
	Payroll stationery, e.g. P45/P60	
FUNCTIONALITY/ CAPABILITY	Ability to set up new user defined pay elements/deductions	
	Backdated pay awards	
	Advanced pay periods	
	Pay grades/spines	
	Teachers' payroll	
	Multiple rates of pay	
	Payslip reworks	
	Automatic pro-rating (starters/leavers/mid-period changes)	
	Automatic pro-rating (changes to contractual hours)	
	Bulk changes - fixed	
	Bulk changes - temporary	
	Sort code validation	
	Payrolling benefits in kind	
	Payslip messages	
Pay element overrides		
ABSENCE PROCESSING	Calculates statutory sick pay	
	Calculates statutory maternity pay	
	Calculates statutory adoption pay	
	Calculates statutory paternity pay	
	Calculates statutory shared parental pay	
	Calculates statutory parental bereavement pay	
	Recalculates to apply alabaster rules	
	Calculates unpaid leave where no statutory entitlement to pay	
	Calculates multiple occupational sick pay schemes	
	Calculates multiple occupational maternity pay schemes	
	Calculates multiple occupational adoption pay schemes	
	Calculates multiple occupational paternity pay schemes	
	Calculates multiple occupational shared parental pay schemes	
	Calculates multiple occupational parental bereavement pay schemes	
	Calculates 52 week average holiday pay	

PAYMENTS	BACS	
	Faster Payment Service	
	Split payments	
	Third-party payments	
	Multi-currency payslips	
PENSIONS	Automatic enrolment assessment	
	Automatic enrolment correspondence	
	Automatic enrolment deductions	
	Occupational percentage based deductions	
	Occupational fixed deductions	
	Via Sal Sac, NPA, RAS	
REPORTING	Payroll analysis	
	Negative net/zero net	
	Net variance	
	Bank detail changes	
	Starters/leavers	
	YTD totals	
	Cost code analysis	
	Pension contribution analysis	
	Report writing functionality	
	Bespoke reporting	
	Change audit report	
	Ability to export reports, e.g. spreadsheet	
	PAY ON DEMAND	Employee visibility of earned wage
Ability to restrict/limit draw down amounts		
Integration with BACS/payroll		

Additional comments



If your software is payroll-only then there is no further information needed. Please submit this completed form to the CIPP. Thank you for your help with the directory and we will be in touch when the proof is ready.

Section 3: HR features

In addition to the primary payroll features, please complete this section if your software also offers HR features and functionality.

If your product offers time and attendance/workforce management features as a standalone product - under a different name - please complete a separate form for each.

	Feature	Included?
KEY FEATURES	Organisational charting	
	Workflows	
	Job grades/levels	
	Disciplinary and grievance records	
	Document storage	
	Document management	
	People analytics	
	Bulk changes/imports	
	Recruitment	
	Talent management	
	Learning management	
	Succession planning	

Additional comments

Section 4: Expenses and benefits features

If your system also includes features relating to expenses and benefits, then please complete this section.

If your product offers time and attendance/workforce management features as a standalone product - under a different name - please complete a separate form for each.

	Feature	Included?
EXPENSES	Pay expenses through payroll (outside of normal pay dates)	
	User defined expense categories	
	User definable payment and approval rules	
	Automatic reject if not within rules	
	Reportable by expenses category/type	
BENEFITS	P11Ds	
	Interface with payrolled benefits	
	Can handle multiple salary sacrifice schemes	
	Interface with flexible benefits providers	
	Total reward statements	
	Tailor benefits package by population/s	
	Benefits insights and analytics	
	Data insights into benefits packages	

Additional comments

Section 5: Workforce management features

Please complete this section if your product offers time and attendance features.

If your product offers time and attendance/workforce management features as a standalone product - under a different name - please complete a separate form for each.

	Feature	Included?
KEY FEATURES	Employee time tracking	
	Overtime calculations	
	Shift pattern management	
	Flexible work pattern management	
	Forecasting	
	Rostering and scheduling	
	Physical clocking capabilities	
	Remote clocking capabilities	
	Access control capability	
	Access via web browser	
	Access via app	
	Employee holiday management	
	Employee sickness management	
	Workforce reporting	
	Workforce analytics	
	Labour cost analytics	

Additional comments

Section 6: Self service features

Please complete this section if your product includes any self service functionality.

If your product offers self service features as a standalone product - under a different name - please complete a separate form for each.

	Feature	Included?
EMPLOYEE SELF SERVICE	Access via web browser	
	Access via app	
	Integration with active directory	
	Single sign on functionality	
	Communication tool/employer messages	
	Change personal details	
	Change bank details	
	Online payslips	
	Online P60	
	Online P45	
	Online P11D	
	Payslip analysis/trends	
	Onboarding functionality	
	Approval workflow/security options	
	Submit expenses and upload receipt photos	
	Select benefits	
	Request holiday	
	Upload documents portal	
	Check holiday entitlement	
	Request and record training	
Apply for vacancies		
Submit timesheets		
Submit overtime		
MANAGER SELF SERVICE	Access via web browser	
	Access via app	
	Single sign on functionality	
	Visibility of team details	
	Visibility of organisational structure	
	Integration with active directory	
	Ability to add/amend team information	
	Approve expenses for payment	
	Approve benefits	
	Approve holiday	
	Manage absences	
	Locate emergency contact details	
	Manage performance reviews	

MANAGER SELF SERVICE <i>continued</i>	Approve timesheets	
	Dashboard analytics	
	Review training schedules	
	Approve overtime	
SELF SERVICE SECURITY	Set different authorisation levels	
	Audit self service changes	
	Flexible/changeable workflows	

Additional comments

Terms and conditions of submission and inclusion

- Inclusion in the software directory 2022 is free, and available to all UK payroll software providers.
- The deadline for sending the completed submission form to the CIPP is **14 January 2022**.
- As a minimum, all contributors must complete sections one and two.
- You must provide contact details of someone in the organisation who will be responsible for approving the document.
- The named contact from the contributing organisation will be sent one proof of the designed document prior to production.
 - It is the responsibility of the submitting organisation to verify the information has been provided and added correctly.
 - Approvals, or corrections, must be received by the CIPP to marketing@cipp.org.uk by the deadline of **25 February 2022**.
 - Where corrections are requested, a further proof will be issued and must be checked and approved within three business days.
 - Any organisation who does not approve, or cannot be contacted for approval, will be withdrawn from the directory.
- Please only tick yes to features you currently offer or will definitely be available by the end of March 2022.
 - We cannot include planned features.
 - To ensure a fair comparison, we will not include features your software offers that are not listed in the questionnaire. If you have features you feel should be included in future directories, please leave comments in the box at the end of each section.
- Any questions about completing the forms can be sent to marketing@cipp.org.uk.