

Take complete control of your staff, your payroll and all wage-related costs, paying staff on time and in full

Your on-site pay accounts for around three quarters of total revenue. The Templa CMS Pay module reflects the unique arrangements of cleaning staff pay and combines this with a remote, real-time timesheet system to produce accurate payroll with full visibility of budget variances in advance of the payroll run.

Typical challenges faced by contractors

- "We waste time and money posting timesheets out to field managers who then post them back marked up with changes for payroll staff to re-key to the system"
- "We issue time sheets at the pay period start but they go out of date if new contracts start, or existing contracts vary or finish during the pay period. This results in countless manual adjustments"
- "Payroll variances don't get noticed until after the payroll run as analysis of actual v budget is only possible after staff have been paid"
- "Off the shelf payroll systems can't handle staff working across multiple sites and tasks"
- "Neither school working weeks, nor annualised pay, can be properly reflected in our existing payroll"
- "Holiday accruals are not calculated correctly when someone leaves, resulting in overpayment"
- "We want to analyse absence but it is not possible with our current payroll system"
- "Uplifts to minimum wage have to be laboriously updated for each member of staff in the payroll and then again in our wages budgets"
- "We run 4-weekly payrolls and it takes us two days manual effort to process the accruals needed to provide a period end wage cost"



TEMPLACMS

Fully integrated management software for cleaning contractors

Templa CMS Pay - features and benefits

Feature	Benefit
Online remote access via laptop	No need for posting timesheets to and fro
Timesheets accessible in real time	Field managers can access timesheets at any time during the pay period and find changes since the beginning of the pay period already updated
One member of staff can be paid at several sites	Multi-site employee payslip lists all hours worked at different locations and pay rates and consolidates to total pay due – perfect for your mobile cleaners
Allows reporting of absence, authorised or otherwise by reason	A major challenge for cleaning companies, you can now analyse absence at site, area and regional level to identify trends
Field management must explain hours variance before submitting timesheet for approval via the CMS Workflow system. CMS Analytics provides full report of variances	Any variances can be challenged or investigated prior to payroll being run
Calendar function allows specifics of educational staff structures to be loaded, e.g. non-working weeks, annualised pay, periodic work done by mobiles	Educational staff are paid accurately in line with their contracts and non-52 week year budgets automatically calculated for the pay period
Automatically generates pre-payment and accrual journals	Saves time in processing the wage cost for the financial period end
Allows multiple payrolls	Useful if transferring staff under TUPE or when purchasing new companies

Having researched the marketplace, we decided that Templa CMS was the only product that would serve as the foundation from which we could deliver full integration of systems across our business.

Saul Brown - IT Director, Aim Hygiene Services

Why CMS Pay?

The Templa CMS Pay module ensures that staff are paid accurately, on time and within budget. Remote access from the laptop saves time and money wasted in posting timesheets and re-keying adjustments at the office. Real-time, online timesheets ensure that changes to staff contracts since the pay period started are already on the system, requiring minimal adjustments from field managers.