

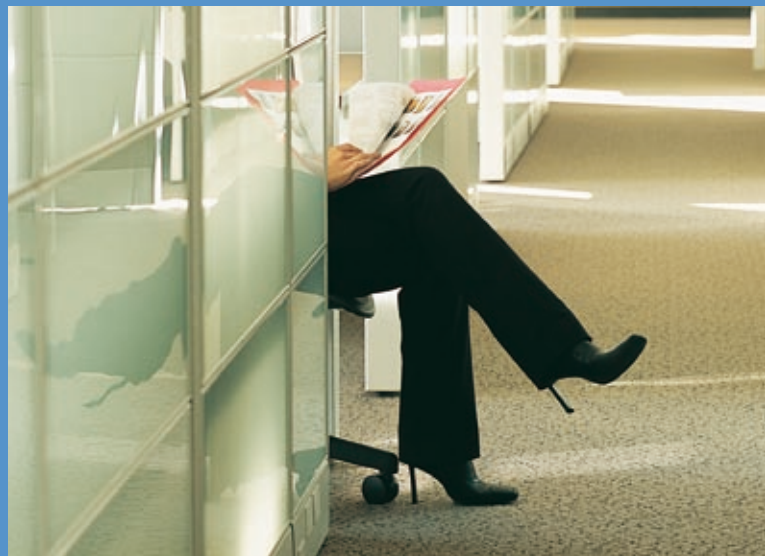
Goodbye HR and  
payroll hassles.  
**Hello business goals.**



# Ceridian Pay & People

World class HR and payroll that helps small and medium-sized businesses grow

Ceridian Pay & People is a flexible package of technology and services designed specifically for businesses like yours with less than 500 employees. You can tailor the technology and service elements to meet your exact needs and make world class HR & payroll efficiencies a reality for your business. Whether you take direct responsibility for HR and payroll or have a team to help you, Ceridian Pay & People can free up your time, enabling you to focus fully on the core business.





### Efficiency



Work smarter. Employ technology and services to reduce administration and errors, make your costs manageable, and allow you to focus on growing your core business.

### Compliance



Health & safety, age discrimination, sexual discrimination, duty of care, HMRC requirements – more “red tape” means greater risk. Failure to comply with legislation can seriously damage your business reputation, and carries stiff financial penalties. Ceridian Pay & People provides the advice and guidance you need to protect your business.

### Direction



With access to proven expertise in creating and delivering innovative HR strategies through Ceridian Consultants, you can focus on your core business activities without the high costs of employing specialists full time.

## Smaller business package with big business benefits

### Be more responsive

SME's are event driven businesses. Ceridian Pay & People provides the responsive, agile and leading edge support and services you need, on demand. Fast.

### Get better value

Benefit from integrated and automated payroll and HR, for the same price as the payroll-only services offered by other providers, realising significant cost, efficiency and performance gains.

### Expertise on tap

Employing experts full time is expensive. Your business can tap into our HR, employment law and health & safety expertise and experience as and when you need it, on a fixed fee basis.

### Help with compliance

Increasing legislation brings higher risk of damage, disruption and heavy fines through non-compliance. Our service helps to keep you compliant and includes support provided by fully-trained employment lawyers and health & safety consultants, who will work with you to help you achieve your business objectives. We will prepare contracts of employment, employee handbooks and carry out general risk assessments. We will even defend Employment Tribunal claims and health & safety prosecutions made against you.

### Transparent costs

Our transparent pricing structure gives you a clear picture of where, why and how charges and costs occur, keeping costs and overheads more manageable.

# HR/Payroll Online Software.

Together, it helps to grow a people happy business

The substantial time and cost benefits of integrating HR and payroll are well understood by large corporations. But we're not talking enterprise software solutions here. Ceridian Pay & People makes the benefits offered by integrating HR and payroll accessible and affordable to businesses of all sizes, in a surprisingly easy way.



*Adding our online recruitment module turns your company website into your own recruitment agency*

## All you need is internet access

Ceridian Pay & People is powered by Ceridian HRvolution 3, our online software. Without all the hassles of installation or upgrades, and no need for dedicated IT support time. Disaster recovery and data protection are automatically covered too.

Ceridian's team of experts help you set up your employees on the system and provide you with all the training you need to get started.

Keeping all your employee information in one place means that you can quickly and easily access management reports on all people-related matters:

- Sickness and holiday patterns
- Payroll costs
- Training taken
- Starters and leavers
- Proof of eligibility to work

## Work better together with Employee Self Service

Everyone can play their part in keeping your business running smoothly, with employees responsible for inputting their own holiday requests, sickness information and personal data. Managers can then:

- Record warnings, grievances, suspensions and probation periods
- Set automatic alerts to remind them of key dates and actions
- View holiday and sickness patterns
- Check payments made

Call Ceridian today on

**0800 733 337** or visit

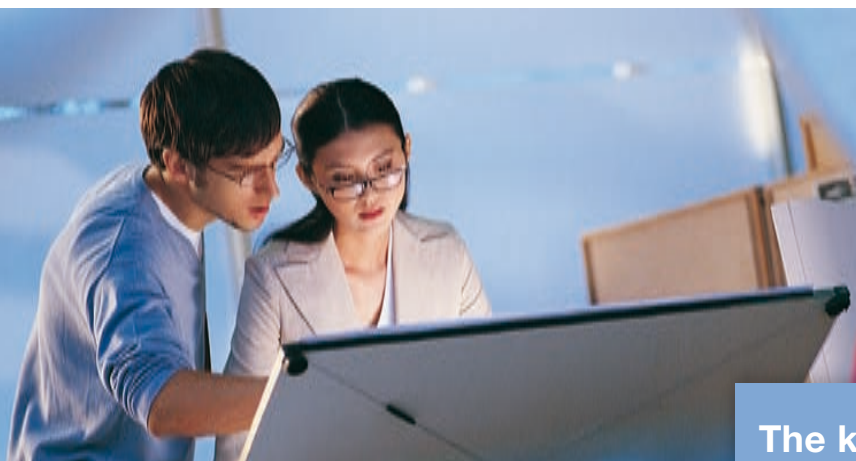
**[www.ceridian.co.uk/payandpeople](http://www.ceridian.co.uk/payandpeople)**

## HMRC-accredited payroll with just a few clicks

Easy to use and compliant with all the latest legislation our payroll engine, Ceridian HRevolution 3, has been designed to make payroll simple, accurate and dependable:



Optional Features	2 weekly 4 weekly pay frequencies	Yes
Directors National Insurance		Yes
Contracted-out Pension Deductions		Yes



### The key business benefits

- Is HMRC-accredited for online filing and payroll calculation
- Guides you through the process
- Includes payrun checking procedures
- Runs important calculations for you
- Has extensive audit and reporting tools
- Integrated with your HR system, so there's minimal extra data entry

### Online recruitment – optional add-on

Adding our online recruitment module turns your company website into your own recruitment agency.

Cut costs and find better candidates with:

- Vacancy distribution to over 450 internet job boards
- Online job search and application functionality
- Standard templates to manage assessments, interviews and the offer process

- Easy to use
- Quick to set up
- Integrated data means less repetition and less mistakes
- Self service reduces the admin burden on your business
- You're in control – not relying on your accountant
- Upgrades are automatic – keeping you compliant
- No specialist IT input required
- World-class HR, without the price tag

# Efficiency. Compliance. Direction.

## The key strengths you need to employ for faster business growth.

Taking on HR experts or more administrators is expensive, time-consuming and uncertain. Discover how putting Ceridian's menu of services to work helps your business to reduce cost and risk, and perform better across the three key areas.

### Efficiency



Ceridian Assistance packages reduce your workload by passing some of it over to qualified Ceridian experts to handle in our dedicated HR Service Centre. Choose from any or all of the following services:

#### **BACS Handling**

Ceridian runs the BACS payment process for you, so employees are paid straight into their bank accounts.

#### **Payslip Handling**

We provide electronic payslips to all your employees as standard. Choose to add Ceridian printed payslips for a small extra charge.

#### **Payroll Assistance**

Ceridian experts perform the verification and calculations necessary to process your payroll each period, saving you the worry of getting it right.

#### **HR Assistance**

We handle document production, data inputting and correspondence on your behalf, so you don't have to.

### Compliance



Protect your business against the penalties and pitfalls of failing to comply with the raft of employment law and health & safety legislation UK businesses have to follow. Ceridian will provide practical and pragmatic advice via our service range below:

#### **Employment Law Service**

A simple monthly fee buys you unlimited telephone advice and assistance; Employment Tribunal representation and legal expenses insurance to pay costs and compensation of up to £100,000 a claim. Cheaper than traditional solicitors' bills, and more reliable and much more useful than Internet advice sites, with bespoke contracts of employment and a detailed employee handbook to protect you and your employees.

#### **Health & Safety Service**

Compliance is fraught with danger and difficulty. The Ceridian Health & Safety Service is a fixed cost solution ensuring successful and professional compliance via unlimited health and safety telephone advice, performance of general risk assessments, preparation of your health & safety policy, visitation reports and annual review.

#### **Employee Assistance Programme**

Help employees give you their best. Personal problems, everyday issues and events such as bereavement or redundancy can all damage their commitment to your business success. The Programme provides access to expert consultants and counsellors who can help them resolve issues, reduce stress levels and succeed at work and at home.



## Direction

### HR Consultancy

Our specialist SME HR Consultancy division has been designed to specifically address the needs and issues of small and medium organisations. Previous projects have included designing an HR team from scratch, advising on recruiting senior personnel, and managing redundancy. Get expert help in your business and only pay for what you need.

### HR Director

Ceridian's HR Director Service provides businesses with access to leading HR strategy and direction without the need to source and employ an expensive full time head. Form a lasting relationship with one of our HR experts who can attend board meetings, design and plan a people strategy for your business, or be on hand to advise on ad hoc matters, with a full understanding of your history and culture.

## Numbers that really add up with Ceridian Pay & People

We pay 1.7 million people in the UK – making sure pay day runs smoothly for employers and employees alike.

Around the world, Ceridian experts look after 25 million people on behalf of 110,000 businesses of all shapes and sizes.

Our legal services are backed up with indemnity of up to £1,000,000 each year, to protect your business.

We have over 40 years' experience of providing expert, award-winning service.

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Ceridian UK Limited  
Registered address:  
100 Longwater Avenue  
GreenPark  
Reading  
Berkshire  
RG2 6GP

Tel: 0800 733 337  
Fax: 0800 096 0209  
Web: [www.ceridian.co.uk](http://www.ceridian.co.uk)  
Email: [info@ceridian.com](mailto:info@ceridian.com)