

Ceridian

Managed Expenses

Managed human resource solutions that maximise the value of people



Take control of your corporat

With increasing pressure to get more for less in every area of your business, moving to a managed expenses solution offers a great opportunity to reduce costs, and improve performance.

Ceridian's online service can reduce your costs by up to 65%* and help you settle claims 75%* faster. It will also give you an effective management tool that adds real value to your business.

How will a managed service benefit your business?

A managed expenses service can help cut costs and make sure your employees are reimbursed accurately and on time.

It will also give you greater control over your corporate expenses, and deliver a measurable return on investment in the following areas:

■ Lower processing costs

Recent research showed that the cost of processing claims in-house can account for up to 46% of your indirect expense costs. It's costing some companies as much as £45 to process a single claim. The more claims you have, the higher the overheads.

A managed service can cut your processing costs by up to 65%.

■ Faster settling of claims

On average, employees have to wait 22 days for their claims to be paid. With a managed solution, you can reduce that by 75%.

Making sure your employees are paid faster, and keeping staff morale high.

■ More engaged, productive employees

It can take employees or their support staff up to an hour to complete expense claims. A managed solution can bring this down to just 9 minutes – that's an extra 50 minutes your employees can focus on generating revenue for your business!

■ Detailed management information

With the detailed analysis and reports, you'll have greater control over your employee claims.

■ More accurate VAT claims

For each claim, the system calculates the VAT, so you claim back every penny you're entitled to from the Inland Revenue.



WHY MANAGED, NOT IN-HOUSE?

- save up to 65% on your handling costs
- settle claims up to 75% faster
- 24/7 access
- more control over your corporate expenses
- detailed management reporting
- identify opportunities to improve company policies for employee expenses
- no costly IT investment
- more productive and engaged employees
- multi lingual system
- currency conversion
- ensure you keep up-to-date with the latest Inland Revenue regulations

DID YOU KNOW?

In a recent UK survey, 1 in 10 people admitted they often claim more than they should on their expenses. Can you afford not to let a managed solution protect your expenditure?

* Savings quoted in this brochure are based on comparisons with an average paper-based system for the typical business. Research quoted was carried out by Ceridian, using reports from SWAT, Meta Group, Aberdeen Group and American Express.

e expenses!

Why choose our Managed Expenses service?

Our managed expenses service is a web-based solution that uses online workflow to speed up the expense claims process. Saving your employees time, and freeing up your finance team to focus on core business.

FAST, ACCURATE, SECURE

Your employees can submit their claims at any time, from anywhere in the world via a secure online portal. They then send a printed receipt through to our managed expenses team.

Meanwhile, the electronic workflow sends the claim to the appropriate manager, who approves it online. When this is given, our managed expenses team check and archive the claim, then process the payment. So you know your employees will get exactly the right amount.

A FLEXIBLE SYSTEM THAT'S RIGHT FOR YOU

Our consultants will work with you to define your own business rules for each type of expense claim. The system's flexibility means we can tailor it to meet your company's existing procedures and policies.

The managed expenses service has given me far greater control over the company's expenditure, and freed up my team to focus on their core activities!"

Nick Pond *Financial Director, Ceridian*

MANAGEMENT REPORTS

You'll receive a full suite of management reports, giving you access to information including:

- your top 10 spenders
- employees who submit claims late
- managers who don't sign claims off
- employees who repeatedly don't follow procedures.

This will highlight opportunities for corporate discounts, and identify policy changes to meet your specific business needs.

A TRULY INTERNATIONAL SOLUTION

Our solution is ideal if your employees travel abroad, or if you have offices in other countries. If your employees submit their expenses in a foreign language, our system translates them into English for you to review. And if they submit their claims in another currency, we'll convert them for you. Making it easier to manage your costs.

EXPERT SUPPORT

To make sure you get the very best out of your system, our HR consultancy business can help you with change management services and employee communications.

FULL COMPLIANCE

Our experts will keep you up to date with the very latest Inland Revenue regulations, and make sure you always comply with them.

NO HIDDEN COSTS

Because our solution is web-based, you don't need to invest in any costly hardware or new software.

Why choose Ceridian?

- You will join over 9,000 businesses already benefiting from our range of innovative HR and payroll solutions
- You'll benefit from the continued support of our dedicated service professionals, throughout implementation and beyond
- We use exactly the same managed expenses solution as our customers. So we know just what it can do for your business.

If you'd like more information about our **Managed Expenses service**, or any of our other HR and payroll solutions, please call +353 61 507400 or email us at info@ceridian.ie



improve your bottom line

Learn more at www.ceridian.ie
or call us on +353 61 507400



World-class solutions. Extraordinary expertise. Proven service for thousands of companies around the world. Ceridian give's your people time to maximise their human, financial and technological resources and to get them focused on what's really important – your business.

MANAGED HUMAN RESOURCE SOLUTIONS