

## Benefits of AIM Payroll Bureau

- Significant savings in administrative overheads
- Payroll processing weekly, fortnightly or monthly
- Fixed processing rates for 12 months
- Proven procedures in place to ensure peace of mind
- No set up costs
- Free assistance and guidance in the changeover process
- Continuity of service 52 weeks of the year
- Excellent customer service
- Built-in Award interpreter that saves processing time and reduces pay queries
- Ability to pay multi skilled employees at the correct rates and over different locations
- Payroll processing via roster variances, or data entry from time sheets
- Salary packaging, industrial awards and EBAs provision
- Unlimited deductions including contributory and non contributory Superannuation fund-limits defined by client accounts via EFT
- Comprehensive reports

## Fees

To obtain a quotation tailored to meet your specific payroll and roster requirements please contact Alan Bateman at AIM Software 1300 651 321.

Salary packaging available, rates on application.

## What we can do for you!

AIM Software is well placed to provide you and your staff with a comprehensive efficient payroll service.

Our payroll staff has a full understanding of your payroll needs, including relevant awards and access to the most up to date information and other legislation that may affect your payroll.

To enjoy an efficient, worry free payroll service all you have to do is forward your timesheets to AIM Software each pay period. We will do the rest.



## Want more than the standard service?

*Want more than the standard services listed?*

*Does direct online access to your payroll information appeal to you?*

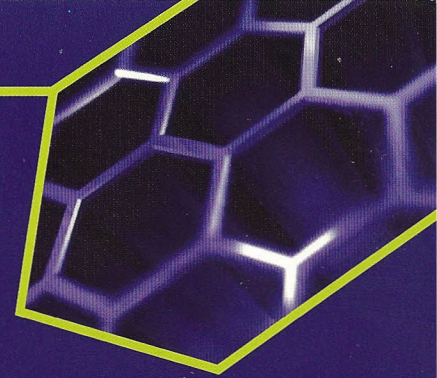
*Just ask us and we will be happy to discuss your special needs with you.*



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# Payroll Bureau Service

A division of AIM Software



*"Let **AIM** take the pain out of payroll"*





# IS YOUR PAYROLL A NIGHTMARE? AIM Bureau Services is the solution!

AIM has a fully integrated Payroll Bureau Service, specifically for your business needs. AIM Software has a proven track record with it's Payroll & Rosters software plus a reputation for excellent service.

The Payroll Bureau Service software is kept up to date by frequent upgrades and a technical team to support it.

## Continual Service

The AIM Payroll Bureau Service is provided to all clients 52 weeks per year.

## Payroll Processing

A complete processing service from coding and key punching data from time sheets to direct payment into employee bank accounts.

Maintenance of Salary Packaging Records Salary packaging management services are available.

## PAYG Withholding Tax

AIM Payroll service will advise of PAYG Tax Deductions and Issue Payment summary Statements, thus saving involvement for clients with the Australian Taxation Office.

## Standard reports

The Bureau Service provides accurate reports per pay period, per month and per annum.

## Rosters

Roster facilities are available which will allow for Roster Costing and Timesheet printing.

## Payroll reports

- Payroll Report
- Confidential Pay Slips
- Copy of Pay Slips
- EFT report
- Grade Report
- Payment Analysis Report
- Accrued Leave Reports
  - Annual Leave
  - Sick Leave
  - Long Service Leave
  - Accrued Days Off

## Awards and Enterprise Agreements

The AIM Software Payroll Service caters for Enterprise Agreements whether organizational or site specific and all relevant industrial awards.

## Payroll Reports

- Superannuation Contribution Report
- PAYG Tax Report
- Payroll Tax report (if applicable)
- Payroll Separation Reports (days)
- Deduction Report

## Annual Reports

- PAYG Payment Summaries
- Payment Summary Report
- Pay Period Summary
- YTD summary

## Deductions

Deductions and payments for employees can be set up on request to a range of contributory and non contributory Superannuation Funds, Health Funds and other organizations.