Virtual Clone™

Payroll Workflow

Phase I
Prepare to start

1 Payroll Software

We recommend working with Cloud-based payroll software like Bright Pay, Xero etc

Virtual Desktop

If your software is not cloud-based, we recommend setting up a virtual desktop and installing payroll software. This ensures we do not lose time in creating and sending frequent backups. Our tech team can help with this if needed.

2 Cutover

If no migration of payroll records is involved, we can start running the payroll anytime you like.

In Case Of Software Change

In case a change of software is required, it is a lot easier to do at the beginning of the new financial year.

Phase II
Pay Runs

3 Timesheet Sharing

Timesheets are shared with us through OneDrive or email.

4 Generate Payslips

We generate pay slips and payment summaries and send them for approval.

5 After Approval

We post payroll

We submit RTI

We upload pension files to the portal

6 Form P45

At this point, we can generate P45 and send it to those who have left the organisation.

7 Payroll Journal

Lastly, we can post the payroll journal if we can access accounting software.

For New Starters

We generally recommend sending us new starter forms as soon as they are ready. This avoids the last-minute rush during the payroll. If not possible, this can be sent at the time of the pay run.