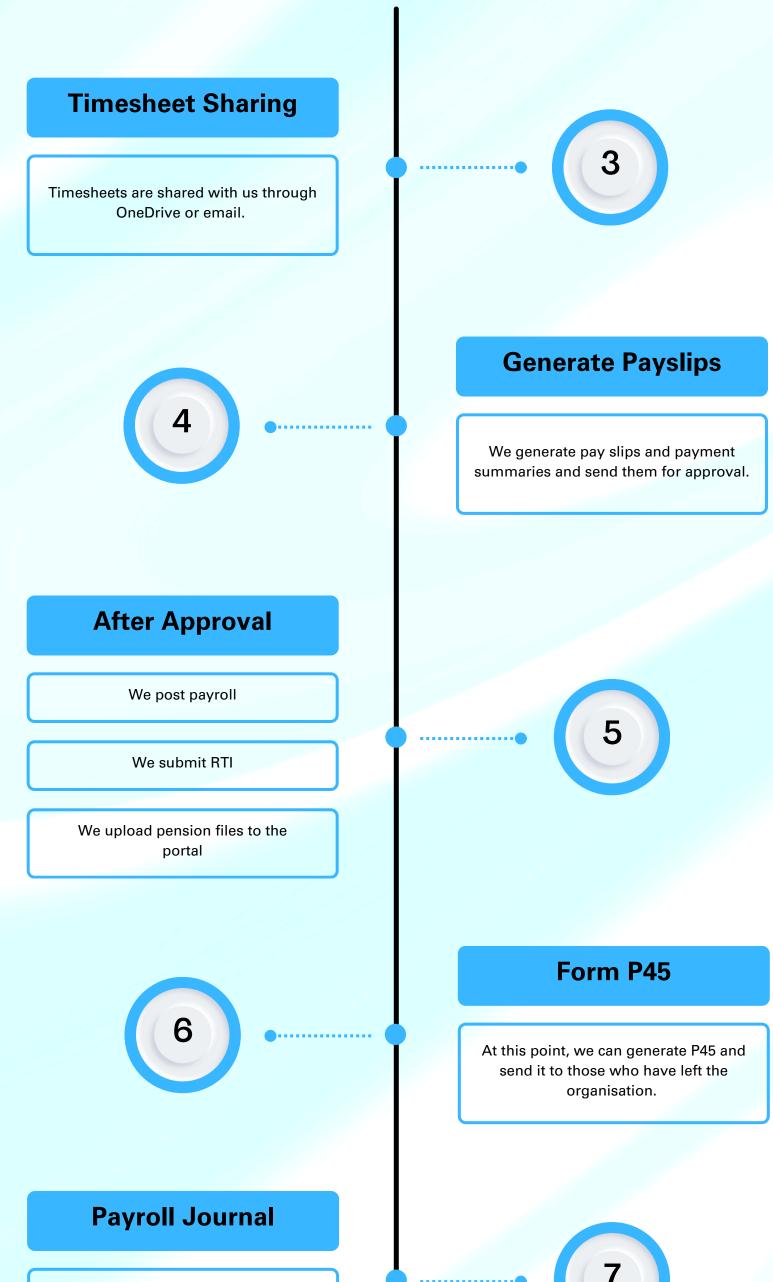
Payroll Workflow Phase I **Prepare to start Payroll Software** We recommend working with Cloud-based payroll software like Bright Pay, Xero etc **Virtual Desktop** If your software is not cloud-based, we recommend setting up a virtual desktop and installing payroll software. This ensures we do not lose time in creating and sending frequent backups. Our tech team can help with this if needed. **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**



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.

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