



Bizo Payroll

Service Description



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1. What is Bizo Payroll?

Bizo Payroll is a browser-based Payroll service for small to medium-sized businesses. It has been specifically designed to meet New Zealand employer tax laws.

Complying with New Zealand tax laws is one of the largest problems for small businesses. Bizo Payroll has no software licence charges or support fees. A monthly fee is charged to access Bizo Payroll based on the number of employees paid.

Some businesses still meticulously prepare wage and PAYE calculations in a multi-column wage book with room to sign on the dotted line.

The complexity of PAYE, industrial awards and the Holidays Act has demanded a smarter approach to wages than wage books, Kalamazoo systems and the like. The tedious manual calculation of annual leave and holiday pay are automatically calculated for you and updated each pay period.

With Bizo Payroll you can retire the wages book, and the trips to the bank, and spend time and effort growing your business instead.

Financial control is critical to a business competing in an increasingly global market. Working out wages cost for different departments, areas of the business, or overtime and meal allowances for a particular product or project, is laborious working with manual pay systems. With Bizo Payroll you can calculate this information automatically.

The simplicity, rich functionality and tax compliance features of Bizo Payroll also make it a worthwhile option to replace cumbersome expense software-based payroll systems.

Bizo Payroll is supported and maintained by Datacom Employer Services Ltd. Datacom is New Zealand's largest payroll services organisation and has over 30 years experience service New Zealand's payroll needs. Datacom Employer Services currently pays over 16% of the entire New Zealand wage and salary workforce. And not only do we have hands-on experience, but they also help thousands of businesses just like yours to comply with the tax and regulatory requirements of payroll.

Bizo Payroll offers a wide range of features including:

- Low cost monthly subscription based pricing - per staff member on the payroll.
- Full business-hours application support.
- No specialised hardware or software needed.
- Application support by Payroll Specialists
- Direct credit capability direct to your staff members' bank accounts.



- Industrial-strength security with robust firewalling and data encryption.
- Easy layout with intuitive point-and-click design.
- Meets New Zealand statutory requirements for payroll tax.
- Handles Annual Leave, Special Leave, Long Service Leave, and Leave in Lieu.
- Inland Revenue integration allows you to file IR348 forms automatically when due.
- Reports include Payslips, Direct Credit Schedule, Department Costing Report, Leave History Report, Pay Period Summary, Deduction Schedules, ACC Premium Report, etc.
- Bizo Technical support monitors the service all day, every day.

2. What are the benefits of Bizo Payroll?

Bizo Payroll frees up you and your staff from tedious manual wage preparation or having to deal with over-complex software and technology. For a small monthly fee per staff member Bizo Payroll offers you an easy, proven, secure, web-based payroll service used by hundreds of New Zealand businesses.

The benefits of using Bizo Payroll for enhancing your business include:

- Low-cost pre-defined monthly charge with no hidden or unexpected support, maintenance or upgrade costs.
- Easily expands as your business grows.
- Internet-based access allows you to easily prepare your wages from the office, home or on the road.
- The easy point-and-click interface reduces error and frees up staff time for more productive work.
- Free Upgrades – no need to buy, install, or maintain any payroll software.
- Full application support by Payroll Specialists during business hours.
- No minimum contract term.
- Stay in Charge – You manage all aspects of your wages but leave the technology to us.
- No Technical Expertise Required – Bizo provides services for many businesses. We have built an enterprise-level infrastructure that most companies cannot afford to invest in. Bizo Virtual Reception is delivered with a quality of service that few organisations can enjoy:
 - Our services are monitored 24 hours a day, every day.
 - We keep spare parts on hand for rapid replacement in case of hardware issues.
 - All software updates and security patches are thoroughly tested in our testing environment before production deployment.
 - Automated Intrusion Detection and Data Encryption systems are active day and night to ease your worries.
 - The Bizo Control Panel offers a sophisticated web-based interface to ease administration, without risk.

3. How does Bizo Payroll work?

Bizo Payroll is based on the integration of Datacom's NettPay™, one of New Zealand's premiere Internet-based payroll systems, with the Cortex™ automated provisioning and reporting platform.

Bizo Payroll is designed to be very simple to configure and use. From a standard Web Browser a customer can subscribe to the service and select the wage payment system for your business.

Customer-nominated administrators are also able to add, delete and manage staff ID's and configurations at any time. They can also view online reports that provide financial control information to better manage your business.

3.1 Optimum Organisation Size

Bizo Payroll is generally best suited to organisations with between 4 and 50 staff. With fewer than 4 staff it is probably almost as easy to use a wages book or spreadsheet. Companies with over fifty staff often decide that an in-house payroll system is necessary.

However many organisations outside these recommendations will also benefit from Bizo Payroll.

3.2 Getting Started

Simply complete the registration form on the URL and the service will be initiated for you. No installation is needed. Once you log in to your payroll site you can set up pay periods and staff details. Wizards are provided to help with the setup of each screen. It generally only takes a few minutes per employee to load new employee details.

3.3 What's Included

Bizo Payroll includes:

- Service Activation
- Wizard-based Configuration
- Technical and Application Support
- 24 x 7 system monitoring, maintenance and upgrades
- Bizo Control Panel Access to service Administration and Online Reports
- (NOTE: Application support is only available during business hours.)

3.4 Ease of Use

A key design criterion for Bizo Payroll is ease-of-use. All the screens have a consistent structure and layout. The logical flow of the screens and straightforward language used make navigation so easy.

Run your mouse over the small icons on any input fields and a description of that field is displayed. A brief summary of the screen may be displayed or hidden depending on your level of experience with NettPay.

A 'Required' icon identifies any field that requires the user to enter a value. A 'help' icon appears beside any field that has help information associated with it. 'Add/change/remove' buttons underneath List boxes indicates that records can be added, changed or removed from the list box.

A 'one touch payroll' feature is provided for speedy calculation of standard payroll information.

3.5 Statutory Compliance

Bizo Payroll is maintained to ensure the payroll systems are always up to date with the current legislation from the day it comes into force.

3.6 Costing Facilities

Bizo Payroll provides a flexible costing capability similar to the directory structure in Microsoft Windows Explorer. Employees may be set-up with standard costing allocations or these may be entered based on the hours worked each pay period. A Departmental Costing report may be run each pay period.

3.7 Leave Facilities

Bizo Payroll handles Annual Leave, Special Leave (Sick), Long Service Leave and Leave in Lieu. The system keeps track of Annual Leave as required by New Zealand legislation.

3.8 Inland Revenue Filing

Bizo Payroll will automatically file your IR348 (E-File) to the Inland Revenue department when it falls due. No intervention is required on your part.

3.9 Banking Integration

Bizo Payroll can automatically direct debit from your company's bank account and direct credit into your employees' bank accounts. Alternatively, a direct credit file compatible with your company's desk banking system may be produced to allow you to submit this file to your bank.

3.10 Reporting

Several standard reports are provided with the system. These include:

- Payslips
- Direct Credit Schedule
- Departmental Costing Report
- Leave History Report
- Pay Period Summary (Accounting controls)
- Deduction Schedules
- Benefit Schedules
- IR 348 (Paper copy of the IRD E-File)
- ACC Premium Report
- Employment Survey

All reports are in Acrobat PDF format and can be downloaded or mailed to the user to be printed locally.

3.11 Data Security

Bizo Payroll has been developed from the ground up with security as a key design parameter. It employs advanced encryption and hardware and software firewalls to keep your information safe and confidential.

Your master file is held on-line at a secure Data Centre location. The master file is backed up throughout the day and a full copy of the master file is regularly taken and stored at another secure off site location. Back-up computer processing facilities, plus back-up network capability are all maintained as an emergency stand-by.

3.12 Technical Issues

Because Bizo Payroll is an Internet-based application, no specialised hardware or software is required. All you need is an internet connection, a PC and Microsoft Internet Explorer version 5.01 or higher web browser, and Intel-type processor PC's.

3.12.1 Netscape and other browsers

Bizo Payroll can only be used with Microsoft Explorer. It uses some "state of the art" techniques to enhance functionality which are not fully compatible with Netscape or other browsers. Internet Explorer is freely available to download.

3.12.2 Macintosh Computers

Bizo Payroll is not recommended for Macintosh computers. The advanced security features currently are compatible with PCs only.

3.13 Integration with other Bizo services

Bizo Payroll is one of a number of Bizo services. While you can subscribe to Bizo Payroll by itself, for ease of use Bizo Payroll integrates tightly with the other Bizo services.

Bizo also offers a variety of pre-packaged managed services from single subscription-based hosted services such as Business Messaging, to comprehensive and ready-to-deploy solutions for a wide range of business needs. Adding or deleting any additional services is an easy and template-driven process.

The available Bizo service suites are described as follows. "Get Connected" is the Bizo network connectivity suite; "Get Secure" is the Bizo security suite, and the final section summarises the Bizo "Get Working" suite of business services.

A service description for each service is available for download from the Bizo website (www.bizoservices.com).

3.13.1 Get Connected

- Bizo Internet

3.13.2 Get Secure

- Bizo Defend Perimeter
- Bizo Defend End-Point
- Bizo Email Filter

- Bizo Web Filter
- Bizo Backup
- Bizo Systems Monitor

3.13.3 Get Working

- Bizo Business Messaging
- Bizo Virtual Reception
- Bizo Payroll

3.14 Quality Assurance and Change Management

Bizo operates a strict QA system to ensure compliance with the future objective of ISO quality accreditation. All policies and procedures are fully documented, recorded and controlled.

Quality is taken as individual responsibility throughout the organisation, from CEO downwards. Service changes are managed through strict adherence to the Bizo ITIL-based Change Management process.

3.15 Ongoing System Supervision and Performance Monitoring

The Bizo Payroll delivery environment is constantly monitored with custom designed software both internally and externally. All unusual data and performance statistics are subject of event-driven immediate human review.

4. Is Bizo Payroll for you?

Bizo Payroll is a key business service for businesses with between 4 and 50 staff who currently use manual wage systems, are looking to upgrade old payroll software, or who are paying too much for a payroll system that is too cumbersome and complex.

Bizo Payroll is a must for a business with any of the following criteria:

- You spend too long preparing wages on a manual or complex software wages system.
- You are looking to buy new or upgrade old payroll software.
- You need integrated banking services and the capability to prepare wages from home or on the road.
- You know you should be analyzing you wages per department, project or product, but it's too hard to get the information.
- You know you need to be compliant with the new payroll tax laws but it has seemed too hard.

4.1 Could you do it yourself?

With the economies of scale Bizo invests in a substantial technical and support environment and partner relationships to deliver, operate and manage Bizo Payroll infrastructure. While you could build and manage a similar infrastructure for your own business the effort and costs would be prohibitive. When evaluating DIY alternatives for your payroll requirements consider the following:

- Can you justify the upfront and ongoing capital cost for servers and software, and every two or three years, more servers, more memory, more software?
- Can you justify the resource required to maintain, support, and upgrade a system such as this?
- Are you better to put the money, effort and staff resource in growing your business?

5. What are Your Responsibilities?

To make the most of Bizo Payroll it is important that you familiarise yourself with the specific service requirements and the Bizo support and service policy and processes. The key customer responsibilities are described below.

5.1 Bizo Service Offer and Terms

This document is the contract between Bizo and our customers for the provisioning and supply of Bizo services. Please read this carefully and discuss any questions with Bizo sales staff.

5.2 Acceptable Use Policy

The Internet is a very large community of computer users. As with any community it is important that we work together and avoid harm to each other. Bizo has a standard Acceptable Use Policy which is published on our website (www.bizoservices.com). This policy details the ways in which the Bizo services must and must not be used. This policy helps safeguard Bizo customers and other Internet and network users.

5.3 Privacy Policy

Bizo takes responsibility for looking after your information very seriously. The Bizo Privacy Policy is also published on our website (www.bizoservices.com) and describes our commitment to the privacy and security of your information.

5.4 Support

Please report any service faults as soon as you can. In every likelihood our 24 x 7 monitoring service has already identified the fault and staff are working to remedy. You can contact the Bizo Support Desk by emailing or by phone, please see the website for access details.

Remember that if you don't let us know it is harder for us to help you.

You can subscribe to new Bizo services or additional features to existing services via the Bizo Control panel online interface.

5.5 Feedback

Please let us know if we can improve our services, or if there are any new functions, features or services that would help your business.



6. Installing Bizo Payroll

Once you have subscribed to one or more Bizo services they will be provisioned centrally by our support team. Following the completion of the provisioning process you will be contacted with details of login to the Bizo Control Panel.

The Bizo Control Panel offers access to Installation, Configuration, and Reporting information for all Bizo services.

All installation and configuration instructions are online, available from the Bizo Control Panel on our website (www.bizoservices.com).

7. Online Configuration of Bizo Payroll

The Bizo Control Panel service configuration screens take you through the establishment and management of your security enforcement policy with simple step-by-step selection choices. The Bizo Control Panel allows you to complete a wide range of Service administration tasks for your staff.

Further configuration instructions are available as online help from the Bizo Control Panel on our website (www.bizoservices.com).

8. On-line Reporting

The Bizo Control Panel also offers access to Reporting information for all Bizo services. Simple step-through screens allow a range of simple reports to be viewed online.

9. Copyright Information

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