

Personnel & P11D

Personnel

The Opera II Personnel module provides a comprehensive tool for the management of employee data. Linked to the Payroll module, it enables your company to manage everything from recruitment, retention and training to disciplinary actions, absenteeism and job changes, and updates salary dynamically to the Payroll.

It records variable working patterns that you can assign to employees and offers the ability to store Expense and Benefit information for each employee; photos of employees and documents, such as contracts of employment, can be attached to employee records.

Absenteeism is held in hours and minutes with drilldown facility, and Diary options include printing whole year or current month or specific transactions only with drilldown facility. Moreover, it provides a global Salary Update facility with Salary Transaction History and hourly rate information, as well as management reporting, calculation of Statutory Sick Pay and updates to Payroll.

P11D

P11D is an indispensable tool for the accurate production of Inland Revenue Approved P11D forms. Linked to the Payroll module, it produces P9D, P46 Car and S198 reclaim letters. The following main categories of expense and benefit payments are recorded: Cars, Vans and Fuel, Assets, Accommodation, Mileage, Relocation, Loans, Medical Schemes, Shares, Mobile Telephones. The availability of extensive on-line help is an added benefit.

- Job History
 - Training Records
 - Education details
 - Next of kin and emergency contact
 - Employee diary facility
 - Absenteeism recorded with reason, such as sickness, holiday, maternity or compassionate leave
 - Disciplinary records
 - Retain records and transactions for up to 99 years
- Pro-rata holidays and holiday carryover management and reporting

