



Overview

BizPay Central is an advanced cloud payroll platform, designed for micro, small and medium sized businesses. The platform is accessible over the Internet using the Chrome, Edge and Firefox browsers.

BizPay Central features included with a basic subscription are:

- Up to 5 user accounts (concurrent access allowed)
- Pre-defined user access levels
- Unlimited years of history
- System-generated bank upload files for net pay (BNS, CIBC FCIB, Citibank, JMMB, JN Bank & NCB)
- System-generated bank upload files for third-party deductions (JN Bank & NCB)
- Email pay slips to employees (password protection available)
- Manual entry of payments, deductions & employee data or upload from Microsoft Excel files
- Standard reports, including S01 Schedule A upload
- S02 year-end upload file in ASCII format
- Net pay calculator
- Multiple companies under one account
- Shared reference data across all payrolls under same company
- Instructional videos on how to use the system
- Basic support from our expert staff

Add-on features available:

- General ledger module, including general ledger posting report
- NHT Letter – allows automated generation of NHT contribution letters for employees

With BizPay Central, you can process your organization's payroll in 4 easy steps:

Step 1 – Enter or upload employee/payment/deduction data for the period

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[Employee Information](#)
[Payments / Deductions](#)
[Employer Contributions](#)
[Statutory Overrides](#)
[Variable Payments](#)
[Loans](#)
[Payslips & P45](#)

Or

Ana Brown - 1111

First Name *	<input type="text" value="Ana"/>	Street/District	<input type="text" value="wert"/>
Middle Name	<input type="text" value="Middle Name"/>	Town/Post Office	<input type="text" value="tre"/>
Last Name *	<input type="text" value="Brown"/>	Parish	<input type="text" value="Clarendon"/>
Email	<input type="text" value="Email"/>	Date of Birth *	<input type="text" value="02/02/1999"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female		

Department *	<input type="text" value="Software Development"/>	Employment Date *	<input type="text" value="05/06/2019"/>
Employment Category *	<input type="text" value="Permanent"/>	Job Title *	<input type="text" value="Project Manager"/>
Status *	<input type="text" value="Active"/>		

Step 2 – Run Payroll

You are about to run payroll for period 1/2018 Run #1

Pay Date

☐ Automatically generate an advance payment to cover the difference
☒ Full cover as many deductions as possible

Step 3 – Generate Reports & Pay Slips

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Employee Data Run Payroll Close Payroll Period **Reports** Bank Upload System

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All Report
Periodic Reports
Yearly Reports
P45 Report

Periodic Reports

Bank Deposit Net Pay Listing	Provides a quick bank summary by net pay which will be deposited to any particular bank and its associated branches. The subtotals and grand totals are very useful for cash flow management.	Payroll Year: 2020 Payroll Period: 2 Run Number: 1	Generate Report
Cash/Cheque Listing	This report provides a list of net pay for each employee who has collects a salary via cash or cheque.	Payroll Year: 2020 Payroll Period: 2 Run Number: 1	Generate Report
Coinage Report	This report gives a breakdown of the net pay for each employee. It is largely used by the financial institutions for determining the breakdown of employees salaries for packaging.	Payroll Year: 2020 Payroll Period: 2 Run Number: 1	Generate Report
Control Totals	This report gives a summary of all payments and deductions. In addition it shows the taxable gross amount being brought forward from the previous period along with the taxable gross amount being carried forward to the next period.	Payroll Year: 2020 Payroll Period: 2 Run Number: 1	Generate Report
Deduction Listing	This is a detailed a detailed list of all deductions for each employee and is sorted by deduction type. The report is largely used to remit payments deducted on behalf of the employees to the various statutory or financial institutions.	Payroll Year: 2020 Payroll Period: 2 Run Number: 1 To Payroll Year: 2020 Payroll Period: 2 Run Number: 1	Generate Report
Dropped Deductions Report	Deductions which are dropped when the employee's salary is insufficient.	Payroll Year: 2020 Payroll Period: 2 Run Number: 1	Generate Report

Step 4 – Pay Your Employees

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Employee Data Run Payroll Close Payroll Period Reports **Bank Upload** System

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Bank Upload Files

BNS File	The BNS file is used to generate a bank upload file to be uploaded to the Bank of Nova Scotia platform for net pay to employees with various bank accounts (Used for Direct and ACH)	Payroll Year: 2020 Period: 2 Run: 1	Generate BNS File
NCB File	The Direct file is used to generate a bank upload file to be uploaded to the National Commercial Bank e-Link platform for net pay to employees with NCB account only. The ACH file is used to generate a bank upload file to be uploaded the NCB Funds Direct platform for net pay to employee with account at various banks. If "Include NCB accounts" is ticked, this will incorporate all the various banks, plus employee with NCB accounts to be uploaded.	Payroll Year: 2020 Period: 2 Run: 1 <input type="checkbox"/> Transaction Limit ⓘ Effective Date: 26/08/2019 <input type="checkbox"/> Include NCB accounts	Direct File ACH File
JN Live Business Upload	The JN Live Business file is used to generate a bank upload file to be uploaded to the JN Live platform for net pay to employees with various bank accounts (Used for Direct and ACH)	Payroll Year: 2020 Period: 2 Run: 1	Generate JN Live File

Pricing

Basic Subscriptions

Employee Category	Monthly Price (per payroll)	Annual Price (per payroll)
Up to 10 employees	US\$14.00	US\$142.80
Up to 20 employees	US\$18.00	US\$183.60
Up to 50 employees	US\$22.00	US\$224.40
Up to 100 employees	US\$35.00	US\$357.00
Up to 150 employees	US\$45.00	US\$459.00
Up to 300 employees	US\$50.00	US\$510.00
Up to 500 employees	US\$70.00	US\$714.00

Add-Ons

- General Ledger – US\$10 monthly or US\$102 annually
- NHT Letter – US\$10 monthly or US\$102 annually

NB: Prices listed do not include General Consumption Tax (GCT)

Get Started with BizPay Central

- Watch our BizPay Central videos at <https://www.mcsystems.com/biz-pay-central/>
- Sign up at <https://bizpay.mcsystems.com/register/account>
- Email us at payrollolutions@mcsystems.com if you need more information