



Overview

BizPay Central is an advanced cloud payroll platform. 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 (all local commercial banks supported)
- 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 and P45 upload files
- 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:

- Automatic calculation of hourly rates
- General ledger module, including general ledger posting report and upload files for Dynamics, Sage 300 & SAP
- NHT Contribution 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

The screenshot shows the 'Employee Data' section of the BizPay Central interface. On the left is a navigation menu with options like 'Manage Employees', 'Import Employees', and 'Employee List'. The main area is titled 'Employee Information' and contains a search bar for 'Employee Number or Last Name' and an 'Add new employee' button. Below this, the form is pre-filled with data for 'Ana Brown - 1111'. The form fields include:

- First Name: Ana
- Middle Name: Middle Name
- Last Name: Brown
- Email: Email
- Gender: Male (selected)
- Street/District: wert
- Town/Post Office: tre
- Parish: Clarendon
- Date of Birth: 02/02/1999
- Department: Software Development
- Employment Date: 05/06/2019
- Employment Category: Permanent
- Job Title: Project Manager
- Status: Active

Step 2 – Run Payroll

The screenshot shows the 'Run Payroll' confirmation screen. It features a header that reads 'You are about to run payroll for period 1/2018 Run #1'. To the right, the 'Pay Date' is set to 25/01/2018. Below this, there are two radio button options:

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

A prominent blue 'Run Payroll' button is located at the bottom right of the form.

Step 3 – Generate Reports & Pay Slips

Jon's Bakery Executive Monthly Payroll | Employee Data | Run Payroll | Close Payroll Period | **Reports** | Bank Upload | System | yourbusiness@mcsystems.com

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 | 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

Jon's Bakery Executive Monthly Payroll | Employee Data | Run Payroll | Close Payroll Period | Reports | **Bank Upload** | System | yourbusiness@mcsystems.com

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 | Direct 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 |

Transaction Limit ⓘ
Effective Date: 26/08/2019
 Include NCB accounts

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 |
| Over 500 employees | Contact a Sales Representative for Pricing | |

Optional Add-Ons

- Automatic Calculation of Hourly Rates: US\$5 monthly or US\$51 annually
- 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

- Sign up at <https://bizpay.mcsystems.com/register/account>
- Email us at payrollsolutions@mcsystems.com if you need more information