activpayroll

activ8

Product Overview

activ8 Overview

activ8 is a comprehensive set of web-based people management tools that enhance the efficiency of your organisation's flow and delivery of information to your employees. The activ8 tools are designed to be intuitive to use, accessible online 24 hours a day and to support day to day business activity and operations.

activ8 comprises eight modules, each focusing on a specific area of HR people management, designed to reduce administrative burden and provide process efficiencies. The modules can be deployed as either a full suite, or to suit your specific organisational needs.

The activ8 modules comprehensively track and audit information held within your personalised activ8 installation and the modules are fully encrypted, meeting the highest security requirements for data protection.

activ8 Key Features

Security	Encryption on all Data	All activ8 modules utilise AES-256 encryption for all traffic ensuring your details and files are secure during transfer. Transparent Database Encryption (TDE) is also available as an option to protect your data at rest
	User Access Control	The secure configuration options available with the activ8 modules ensures that only users with access and the correct level of authority are authorised to see and download relevant documents and data
	Regular Testing	All activ8 modules are tested for security by independent security consultants on a regular basis
Configurable	Customised Landing Pages	All activ8 modules include a module specific Landing Page that can be tailored to suit the customer with country specific versions also available
	Customisable Branding	Customise your activ8 site with company logos and colours to suit your organisations branding
	Configurable Field Names	All activ8 modules allow the customer to tailor the names of the fields used throughout each module – to help with consistency and user understanding
	Configurable Data Selections	All activ8 modules allow the customer to control the data selections available to users – providing a more user centric approach to data entry
	Integration Capabilities	Integrate between your current HRIS system and our activ8 modules to create an end to end payroll process that works for you

Accessibility	Available on any Standard Browser	All activ8 modules can be accessed on any internet connected device, with full support provided for any of the following browsers: • Internet Explorer • Google Chrome • Mozilla Firefox • Safari
	activ8 is Available, Anywhere, at Anytime	activ8 is a web application available via the internet allowing access at all times regardless of user location
	Single Sign On Capabilities	Single Sign On enables users with seamless access to all activ8 modules directly using a link installed on the customer system
Intuitive	Sorting and Filtering	activ8 modules allow users to find the data or document with ease with the aid of our carefully designed sort and filter features
	Reporting Capabilities	Reporting capabilities are a common feature throughout the activ8 modules allowing users to view statistics and trends in their data

activ8 - ePay Module

The activ8 ePay module enhances the employee user experience by providing employees secure access to their payslips and year-end statements throughout their employment period.

Accessible

ePay provides employees and administrators with secure online access to Payslips, Year End Statements and Statement of Earnings documents from any location in the world. All that is required is an internet connection with bandwidth requirements being minimal.

Flexible

Use the internet browser on any PC, laptop, tablet or smartphone. Internet Explorer, Chrome, Firefox and Safari are supported so no need for additional components on your PC or add-ons in your browser.

Convenient

All documents in ePay are available in PDF format giving the user the freedom to download, store or print the documents as and when they need them.

ePay Key Features

Security	Administrator Access	Designated administrators can access ePay documents via activ8's Super Admin module if required
Configurable	Multiple Document Types	ePay has been designed to cater for multiple document types. Payslips, Annual Statements or even a Statement of Earnings report are all catered for, providing employees with access to all their documents in one location
Accessibility	ePay is Accessible on any Device	Accessible using a PC, laptop, tablet or smartphone with no additional components or apps to install, ePay just needs a browser
	Ease of Use	ePay has been specifically designed to make document access as simple as possible
Intuitive	Documents Segregation by Type	Documents in ePay are segregated with payslips being separated from annual statements for ease of access by the employee
	Filter Documents by Date	The filters allow documents to be located by year and all historical documents can be accessed by the employee
	Usability	Payslips and annual statements can be accessed at the push of a button with all documents stored in PDF format
	Most Recent Shown First	Documents are listed in reverse chronological order with the most recent document at the top of screen, making it easy for the employee to locate their most recent payslip

activ8 - eFile Module

activ8's eFile module provides users with a highly secure method of storing, transferring and sharing electronic files and the ability to digitally approve documents. All that is required is an internet connection with minimal bandwidth requirements.

Accessible

eFile is available to view, upload and transfer documents across multiple browsers and devices. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installations on the PC or add-ons within the browser.

Intuitive

eFile has been designed with simplicity in mind, with a simple to use interface for the casual user and an array of configuration options for the power user. eFile automatically sends email notifications to recipients of uploaded files informing them that a new file has been uploaded for their attention, reducing administrative burden and streamlining the approval process.

Secure

Access to eFile is controlled by our unique five-tier security level system (the ORCLE), which is applied during both the access and upload procedure within eFile.

As a further security control, files and users are also allocated separate security levels, from the lowest level of one to the highest level of nine, and these can be distinct for HR and Finance purposes.

eFile Key Features

Security	ORCLE Structure	Security settings are applied in eFile by using the five-tier security structure (ORCLE) broken down by: • Organisation • Region • Country • Location • Entity
Accessibility	Online Payroll Approval	eSign provides an electronic platform for users to sign off payroll authorisations removing the need for the traditional wet signature
Document Management	Automated Audit Function	eFile incorporates an automatic audit function that records all system use, including file loading, access and file amendments for reference
	File Archive	eFile can store files in a document archive, uploaded by general upload or using the ORCLE structure, with the ability to recover files from archive as you require
	Multiple Document Types	eFile has been designed to cater for multiple document types but mitigates against the use of malicious file types. Accepted files types, not limited to: • PDF • Word • Excel • CSV • Text • Zip
Configurable	Signatories for eSign	Based on a single-tier workflow, eSign is able to accommodate for up to nine signatories within a single PDF document uploaded for approval

activ8 - eHelp Module

The eHelp module is dedicated to providing users with access to professional advice, support for all enquiries and access to user guides, documentation and self-help. All that is required is an internet connection with bandwidth requirements being minimal, allowing users access to eHelp 24/7, wherever they are, whenever they need it.

Accessible

eHelp allows users to access, log and track requests from anywhere in the world relating to payroll, tax, the activ8 modules or any configured topic. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on the PC or add-ons within the browser.

Configurable

With its responsive design, eHelp can be configured for any service desk, task request, event management, action item or process within an organisation. For example, eHelp could be used to manage IT Service Desk requests, internal queries within an organisation or from external parties. eHelp can also be configured to reflect agreed SLA's linked to the type and category of the request, helping ensure that queries are dealt with effectively.

Informative

With the self-help and knowledgebase functionality of eHelp, users can pro-actively search for help topics and articles to help resolve their query before logging a new help request. Users can also upload files or images in support of their help request, giving administrators additional information of the query at hand.

Secure

The underlying eHelp security and configuration options ensure that only designated personnel have access to the requests and their resolution path. eHelp has been specifically designed to allow for complete flexibility regarding the pre-selection of the personnel involved in resolution, who may be internal to the organisation or part of a third-party service provider.

eHelp Key Features

Intuitive	Available Help Topics	eHelp gives quick and simple access to help topics and articles to assist users in taking proactive steps to solve their own issues before logging a new request
	Send and Receive Messages	View and send messages directly to the team dealing with the query, with the ability to attach supporting documents as necessary
Query Management	Enhanced Query Information	Make changes, add notes and attach files or images to a query in eHelp to enhance the information provided relating to the issue, assisting with any analysis activity
	Query Tracker	eHelp allows users to track key movements of their query from start to finish, providing answers to their questions in a personal and timely fashion
	Query Reporting	eHelp can produce reports of query summaries, query details, overdue requests and resolution performance giving insight to how queries are being handled in the organisation
Configurable	Flexible Configuration	eHelp can be configured for any service desk, task request, event management, action item or process within the organisation

activ8 - ePeople Module

ePeople is a modular, Cloud-based HR solution that allows users to securely store and report employee related information throughout your organisation. Updates to the employee information are approved via designated approval workflows and logged for reporting purposes. All that is required is an internet connection with bandwidth requirements being minimal.

Accessible

ePeople can be accessed 24/7 from anywhere in the world via a secure web-based portal. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on the PC or add-ons within the browser.

Extensive

With its inclusive nature, ePeople allows all global employee records to be seamlessly managed and accessed from multiple locations throughout the world with ease and security. ePeople is also capable of capturing employee training requirements and monitoring compliance figures.

Intuitive

Clean, uncluttered self-service functionality combined with low bandwidth requirements ensures that ePeople can be effectively utilized by all employees within your organization, regardless of their location or experience with HR systems.

Secure

ePeople utilises configurable security options to control the access to view and edit employee data, ensuring personal data stored for employees is handled with the strictest of confidence and only accessed for legitimate purposes.

ePeople Key Features

Security	User Access Control	Assigned permissions restrict the data that is available for each user to view or update within ePeople, ensuring users only have access to the employee records they are responsible for a number of user roles: • HR Administrator • Employee	
	Multi-tiered Security	Access to ePeople is based on a multi-tiered security level system. Security settings are applied using the ORCLE Structure: • Organisation • Region • Country • Location • Entity	
Intuitive	Sort and Filter	ePeople can help users navigate through lists of employee data by allowing users to sort and filter field columns to find the data they require.	
	User Defined Screens	With fourteen data collection tabs as standard and the ability to create user defined tabs ePeople is ready to cater for even the most specific user's requirements.	

Employee Management	Employee Database	Import, utilize our API or create and maintain employee data directly with ease.
	Employee Records	Within ePeople, an extensive range of data can be collated for each employee: • Employee • Job details • Demographics • Dependents • Emergency • Next of Kin • Payroll • Bank • Payments and Deductions • Documents • Training • Prior Employment • Education Each tab contains a combination of free text fields, tick box options, drop down categories and browsing capabilities, all of which can be edited.
	ePeople Tools	ePeople provides a number of configurable tools in order to manage the input and approval of data: • ePeople Employees • My Account (Employee Self Service) • Approval Workflows
	Document Management	Upload employee specific documents including training results and certificates with automated email reminders for expiry.
	Designed for Payroll	Cater for the payroll requirements, including payments (if required), within your organisation, regardless of location.
	Scalable	ePeople has been designed for use by customers of all different shapes and sizes, from 10 to 10,000 headcounts.

Accessibility	ePeople is Accessible on any Standard Browser	ePeople can be accessed on any internet connected device which supports any of the following browsers: • Internet Explorer • Google Chrome • Mozilla Firefox • Safari
	ePeople is Available, Anywhere, at Anytime	ePeople is a web application available via the internet allowing access at all times regardless of user location.
Informative	Reporting Capabilities	ePeople provides users with the ability to generate reports based on specific fields stored within the ePeople module such as: • Employee Headcount • Leavers Report • Training Matrix • Organisation Chart • Compliance Report All of which can be exported in to excel as standard.
	New Hire Status List	The New Hire Status List allows authorised users to view the status of new employees, giving a tracked overview of the new hire process.
	Country Specific	ePeople provides country specific information fields for over 50 countries, that helps users focus on employees in a certain geographic area, improving the user friendliness of the module.

activ8 – ePeople Lite Module

ePeople Lite is a reduced functionality configuration of ePeople designed to allow the capture of employee banking details to facilitate employee payments. ePeople Lite is designed primarily as a self-service portal for employees.

Accessible

Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on the PC or add-ons within the browser. All that is required is an internet connection with bandwidth requirements being minimal.

Convenience

Like all other activ8 tools, ePeople Lite can be accessed 24/7 from anywhere in the world via a secure web-based portal. ePeople Lite allows all global employee bank records to be seamlessly managed and accessed from multiple locations throughout the world, with ease and security.

Intuitive

Clean, uncluttered self-service functionality combined with low bandwidth requirements ensures that ePeople Lite can be effectively utilized by all employees within your organization, regardless of their location or experience with HR systems.

Secure

ePeople Lite utilises configurable security options to control the ability to view and edit employee data, ensuring personal data stored for employees is handled with the strictest of confidence and only accessed for legitimate purposes.

ePeople Lite Key Features

Security	User Access Control	Assigned permissions restrict the data that is available for each user to view or update within ePeople Lite, ensuring users only have access to the employee records they are responsible for a number of user roles: • HR Administrator • Employee
	Multi-tiered Security	Access to ePeople Lite is based on a multi-tiered security level system. Security settings are applied using the ORCLE Structure: • Organisation • Region • Country • Location • Entity
Accessibility	ePeople Lite is Accessible on any Standard Browser	ePeople Lite can be accessed on any internet connected device which supports any of the following browsers: • Internet Explorer • Google Chrome • Mozilla Firefox • Safari
	ePeople Lite is Available, Anywhere, at Anytime	ePeople Lite is a web application available via the internet allowing access at all times regardless of user location.

Employee Management	Employee Records	ePeople Lite can hold employee records and details such as: • Employee Codes • Employee Name • Employee Address • Employee Bank Details
	Employee Self Service	With ePeople Lite, users are empowered to manage their own details with minimum administrative burden
	Scalable	ePeople Lite has been designed for use by customers of all different shapes and sizes, from 10 to 10,000 headcounts.
Intuitive	Country Specific	Bank Account Details fields in ePeople Lite are driven by the required payment criteria specific to the bank country selected, improving the user friendliness of the module
	Sort and Filter	ePeople Lite can help users navigate through lists of employee data by allowing users to sort and filter field columns to find the data they require

activ8 - eLeave Module

eLeave provides users with an effective way of recording, tracking and managing employee vacation, sickness and absenteeism. eLeave provides a paperless solution to administrative processes helping organisations reduce administrative burden.

Accessible

eLeave allows employees to track and request their leave electronically online from anywhere in the world. All that is required is an internet connection with bandwidth requirements being minimal. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on PC or add-ons within the browser.

Leave Management

eLeave streamlines global leave approval and administrative processes by empowering employees to request and submit their own leave requests electronically with managers able to review, reject or approve each request, reducing administrative burden.

Global

eLeave operates as a global solution, allowing for transient employees and approvers that may not be located in the same city or country as the employee whose leave they manage.

Configurable

eLeave is highly configurable and can facilitate multiple leave categories via Leave Types. Any leave type can be created, accrued, removed, and managed via this truly flexible tool.

eLeave Key Features

Configurable	Multiple Leave Types	eLeave is highly configurable and can facilitate multiple leave types including:
		• Annual Leave • Long Service Leave • Sick Leave • Maternity Leave • Paternity Leave
	Set eLeave Approvers	A Primary Approver, Secondary Approver and Tertiary Approver can be set up in eLeave with the ability to approve, deny or request more information from employees prior to approving their leave requests
	Set eLeave Administrators	A Leave Administrator can be set in eLeave with the ability to submit, approve or deny requests for designated employees
Informative	Email Notifications	Automated email notifications allow approvers to know when a request for leave has been submitted for approval and also alerts employees when their leave has been approved or rejected
	Calendar View	View leave in calendar view for a quick overview of employee leave and absence for individuals and teams
Intuitive	Calculate Leave Balance	Calculate remaining leave balance during a request in eLeave to calculate any outstanding leave balance
	View Next Weeks Leave	eLeave allows managers to view employees on leave the following week with ease by generating a quick report from team requests

activ8 - eExpense Module

The eExpense module enables organisations to track and manage expense claims efficiently. Users can track, record, manage, and pay employee-expenses in any currency. All that is required is an internet connection with bandwidth requirements being minimal.

Secure

Only users with the correct level of security access will have the ability to view and approve expense data, ensuring that employee personal data is handled with the strictest of confidence. eExpense offers a multi-level approval route solution that can be tailored to suit the customer's business processes.

Accessible

Like all other activ8 tools, eExpense can be accessed 24/7 from anywhere in the world via a secure web-based portal. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on the PC or add-ons within the browser.

Intuitive

eExpense's multi-currency function can support either live or preset currency exchange rates, allowing employees to submit claims for all their global expenses in one location.

The eExpense module can also interface directly to payroll or into finance systems and has the ability to allocate all expense claims to cost centres and general ledger accounts for reporting purposes.

eExpense Key Features

Expense Management	Attach Files to Claims	The eExpense module has the functionality to allow the receipts for claims to be scanned and attached as an electronic document, to either each line item or the entire claim
	Simple Claim Authorisation Process	Expense claims can be authorised down to a line item so that portions of claims can be repaid while items that are queried do not hold up the payment process
	eExpense Reporting	The data stored in eExpense can be reviewed in formats which allow management to analyse employee expenses as desired such as: • Expense Summary Report • Expense Detail Report • Attendee Report • Unapproved Expense Report
	Manage Expense Types and Approvers	Create and set expense types and approvers through the Site Admin pages
Accessibility	Direct Interface Capabilities	Integrate eExpense directly into finance systems in order to map all expenses to cost centres and general ledger accounts
Intuitive	Multi-Currency Function	eExpense can support either pre-set exchange rates that can be set to expire at a predetermined date or live rates automatically noted on the day of the expense claim being lodged
	Prepayment Amounts	eExpense allows for prepayment amount for expenses such as travel expenses
	Sort Claims	eExpense allows users to sort each field column within claims in either alphabetical or numerical order, helping users find claims with ease

activ8 - eTime Module

The activ8 eTime module provides an effective way for organisations to record, track and manage employee time and attendance. eTime offers a paperless solution to streamline company processes and reduce administrative burden.

Accessible

eTime allows employees to submit their timesheets electronically online from anywhere in the world. All that is required is an internet connection with bandwidth requirements being minimal.

Use the internet browser on any PC, laptop, tablet or smartphone. Internet Explorer, Chrome, Firefox and Safari are supported so no need for additional component installation on the PC or add-ons within the browser.

Employee Management

eTime streamlines and improves global time & attendance approval and administrative processes by empowering employees to submit their own timesheets electronically online and managers to approve or reject the submissions, reducing administrative burden. eTime also offers administrative capabilities to allow for delegated time & attendance entry.

Informative

Automated email notifications inform the nominated eTime approver that a timesheet entry has been submitted for approval. Employees then receive an automated email notification to inform them when their timesheet has been approved or amended as appropriate.

Configurable

eTime has been designed to be highly configurable and can support multiple timesheet types to reflect an organisations timesheet and data requirements for different employee groups or locations.

eTime Key Features

Informative	Employee Comments	Employees can add comments in the free text field on their timesheets to provide more detail about activities undertaken in their working hours, enhancing the information provided in their timesheets
	Automated Notifications	Automated email notifications let approvers know when a timesheet has been submitted for approval and also let employees know when their timesheets have been approved or amended
	Add Attachments	To support timesheet entries, employees can add supporting documents by adding attachments, including file descriptions and accompanying notes
Configurable	Set Timesheet Approvers	A Primary Approver and Final Approver can be set in eTime with the ability to approve, deny or request more information from employees prior to approving the timesheet
	Multiple Timesheets	eTime is fully configurable to support multiple field options to reflect timesheet activity such as: • Start and Finish Times • Additional Days • Training Days • Shift Allowance • On Call Allowance • Job Costing

activ8 - eReport Module

The activ8 eReport module enhances companywide analytic and reporting capabilities by allowing users to access and create fully customised reports and to inspect and report on their data through a wide array of dashboards and graphical interpretations.

Accessible

Like all other activ8 modules, eReport can be accessed 24/7 from anywhere in the world via a secure web-based portal. All that is required is an internet connection with bandwidth requirements being minimal. Internet Explorer, Chrome, Firefox and Safari are all supported, with no need for additional component installation on the PC or add-ons within the browser. Alternatively, users can download the Tableau Mobile App on the Apple App Store or Google Play Store to get access to data on the move, as and when required.

Powerful

Utilising Tableau as a visualisation layer, eReport offers unparalleled user analysis capabilities and interactivity to the user's global payroll results.

Convenient

All reports in eReport can be exported to PDF, Excel, Text and Image format giving the user freedom and flexibility to utlilise the results as and when they need them.

Global

The activ8 eReport module allows users to interact with the data generated within the activ8 modules and payroll applications of activpayroll giving the user access to all data for global payrolls in one location.

eReport Key Features

Security	No Risk to Data	As the data utilised in eReport is read only, there is no risk to data integrity, meaning users are able to manipulate the eReport views without risk of data loss
Interactive	Team Sharing	Published dashboards can be emailed or embedded from eReport using the "Share" option
	Collaborative	eReport allows users to comment and add tags to specific views, as well as add snapshots of visualisations into the discussion
	Dynamic Reporting	Selecting category filters in eReport allows users to choose the categories and view the data they are interested in, using the following filter types: • Single Select Filters • Multi-Select Filters • Wild Card Filters • Slider Filters On screen reports and visualisations will update in real time based on applied filters
Intuitive	Easy to Navigate	eReport consists of Projects, Workbooks and Views: • Projects are similar to folders in a file system • Workbooks group related views together • Views display specific data using Tableau Visualisations The general opinion is that Workbooks and Views are similar to spreadsheets and tabs in Excel

	Ease of Use	eReport allows users to print and download PDF, Excel, Text and Image files so reports can be accessed and viewed with ease
	Easy to Learn	With the help of the activpayroll user guides and Tableau's free training videos, users can become masters at manipulating data for analysis
Analytical	Report Editor	eReport allows users to manipulate data, customise report views and craft powerful visualisations with ease
	Multiple Report Views and Assistance	eReport's "Show Me" feature provides a list of standard visualisations and charts to use for quick and easy analysis
	View Data Trends	eReport can display relationships between data and can show data trends by using the analytics pane
	Global Reporting	eReport blends global payroll data and GL data into a single data warehouse providing the ability to report globally
	Reports Segregated by Workbook	eReport includes access to over twenty global reports across six workbooks: • Payroll Approval • Payroll Element Comparison • Overtime • Finance Report • Finance Report Dashboard • Payroll Summary and Exception Dashboard