



PAYROLL SERVICES BROCHURE

Digital Transformation Experts



About Phase 3

Phase 3 specialise in providing comprehensive solutions in digital transformation across HR, Payroll and Finance. Our team are independent and offer impartial and strategic advice to organisations navigating the complex landscape of modern business challenges.

Our team of experts includes professionals who possess a profound understanding of the intricacies within HR, payroll and finance domains. We go beyond traditional consultancy, serving as trusted advisors, guiding our clients towards innovative solutions that drive efficiency, growth and sustainability.

We recognise that the digital era demands agility and adaptability. As your dedicated digital transformation partners, we work closely with you to harness the power of technology, streamline operations and propel your business towards unprecedented success.

Whether you are seeking to optimise your processes or systems, streamline payroll operations, or embark on a transformative journey towards digital excellence, Phase 3 is committed to being your steadfast partner every step of the way.



Certificate No.369942021



Certificate No.342632021



Our payroll system

The Phase 3 payroll system of choice is Brain Payroll.

After an extensive tender process, Phase 3 found Brain Payroll to be the best payroll software on the market when looking at functionality, connectivity, support and cost. Take a look at some of the stand-out features below:

- Cloud-based software
- No downloads or additional hardware required
- Tested and recognised by HMRC
- Can be run remotely and on mobile
- Seamless integrations and APIs to connect with accounting, HR and time-tracking systems
- Automatic compliance management for tax, National Insurance and pension regulations
- Advanced automation to reduce manual tasks and reduce errors
- Real-time data and reporting
- 99.9% uptime

Brain Payroll capabilities

Brain's easy to navigate platform offers plenty of tools to make payroll easier:

- Automatically handles RTI requirements
- Supports all UK and Scottish Attachment of Earnings orders
- Caters for weekly, monthly, fortnightly, 4-weekly pay cycles
- Supports a wide range of BACS file formats that you can download and feed into your banking software
- Transfer bulk data into Brain Payroll using the FPS import method for all the previous record recoveries. You can also import data from CSV files
- Submit payslips, FPS, EPS in bulk for multiple employees and multiple company in a single click
- Employees can access their personal data through their employee portal

Phase 3 can implement Brain Payroll and provide training and licenses to run it as a software in-house, or we can operate a managed service for you.

Other systems we support

If you are not looking to change your payroll system, we can still work together. Our payroll team have a broad range of expertise and can support you on platforms such as:

- ADP
- Dayforce
- IRIS
- iTrent
- Sage
- Unit4

Our service levels

We pride ourselves on our agility, creating tailor-made packages based on the level of support you need. Whether on Brain Payroll or your own software, our service agreements are based on these four service levels:

Business Continuity Payroll

Get peace of mind, and know that a payroll expert, who is familiar with your system and processes, can step in and assist whenever you need them to. This service complements your in-house payroll team by providing expert advice, additional support for projects such as audits, or cover for an unexpected absence. Monthly calls ensure we are up to date on all your processes so that if we're required, we'll be ready.

Bite-sized payroll

Designed for a payroll team that wants ongoing support, without a managed service contract, bite-sized payroll enables you to purchase a quota of hours to use when and how you need them. Rather than set monthly hours, your total can be used flexibly to complement the needs of your in-house team and your project schedule.

Part-managed payroll

This service allows you to retain as many of the payroll functions and responsibilities as you please, while we cover the rest. When working out the details of your agreement, we'll look at the service definitions and map the process, to ensure robust co-operation between Phase 3 and your in-house team.

Fully managed payroll

Sit back and relax while our team manages your payroll from start to finish. Your only responsibilities will be delivering data and approving payroll. With this option, we become an extension of your team, working closely with you to deliver an accurate and efficient payroll process every month.



Our commitment to you

Phase 3 have 20 years of experience working with public and private sector companies, offering managed services, software and consulting to a wide variety of companies.

We currently have around 30 payroll team members in our payroll team, all with CIPP qualifications or on the path to certification. Trained on a variety of systems, they have more than 600 combined years of payroll experience. We have an office in Manchester and our entire team is UK based, meaning your queries won't ever be sent off-shore.

Phase 3 have a structured governance model which will be agreed on during implementation, and you will always have an open line to your named payroll team. You will also have a dedicated Customer Success Manager, who is on hand at all times and who will hold a quarterly review to ensure you remain happy with our service levels, and identify any areas for improvement.

Our credibility

“Arts Temps had been working as an internal job shop at University of the Arts London, in the Careers department for nearly 9 years. We decided that we could engage more employers and generate more opportunities for students and graduates to complete paid work if we were trading as a recruitment agency. In April 2021 UAL ArtsTemps limited was created! Before spinning out as a subsidiary of UAL we felt that if we were to grow, we needed our payroll to be managed separately to UAL payroll. We went out to tender and chose Phase 3 to support us.

The Phase 3 team supported us considerably, particularly Adam Ford, we had a project team at UAL and completed extensive testing of the process, we also managed to resolve issues with Phase3 promptly.

Since our company inception we have exported 66,488 timesheets over 134 weekly pay runs. We have never had a temp who has accidentally not been paid by Phase 3.

Overall, we have been happy with the support we receive from Phase 3 and the speed at which queries are resolved – especially considering we manage around 10,000 placements for students and graduates per year which can amount to hundreds of pay queries for Phase 3 to answer.

I would encourage other SMEs to work with Phase 3 and would recommend their services.”

Sam Taylor, Associate Director, UAL Arts Temps.



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