

Newsletter



Welcome to our **NEW LOOK**

April 2008 Newsletter aimed at sharing news and ideas with you

Did you miss our 2008 User Groups?

In February and March we successfully ran our 29th User Group in London, Banbury, Manchester and Scotland.

But if you didn't attend, you don't have to miss out!

Throughout April and May, we plan to run a morning session at our offices in Banbury to present to you our newest offerings – all based around our 2008 theme of **Go Green!**

The objective of these offerings is to save you time, paper and money! **Place an order and you will get 25% off !!**

Call Clare or Gemma on 01295 222660 to book your place today.



Support Desk

www.action-file.co.uk

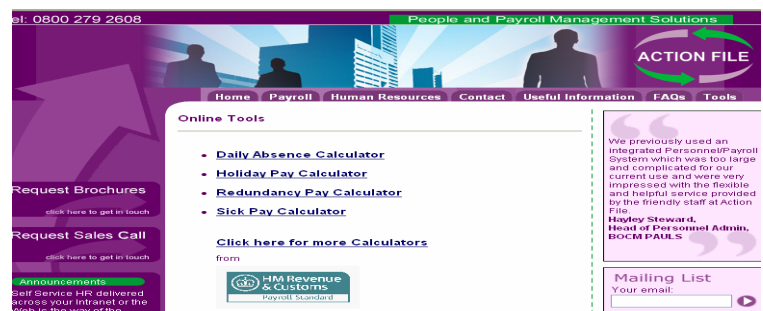
Do you struggle with working out payroll calculations?

If the answer is yes, then log onto our web site to use the on-line calculators we have provided, for your convenience. There's no need to go anywhere else or to waste time struggling to work these out manually, just log onto www.action-file.co.uk and click on Tools.

You will even find a link to the HMRC.gov.uk web site for any additional calculators you require.

On-line calculators currently available include:

- ✓ Sick pay
- ✓ Redundancy pay
- ✓ Holiday pay



Import payroll data from Excel!

How much time could this save you?! With our Data Import facility, you can do exactly this; import your payroll data from Excel, straight into your payroll.

Potentially, this could save you hours at the inputting stage of your payroll!

For full details of this facility, or to request a quotation, please call Clare on 01295 222670

Action File ... Payroll, Bureau, HR, Time & Attendance, Web Portal ...

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Bureau



Welcome to The Car Shop, who have joined us this month as a Bureau customer.

Previously a product customer, The Car Shop head office is located in Northampton, and our Bureau team will be running their monthly payroll for around 270 employee's.

In addition to this, they are also a hosted customer of ours, using our HR system and running this from our Citrix server.

If you are looking for a used car, log onto www.carshop.co.uk

Payroll Medical

Our newest offering of 2008 is our Payroll Medical.



If you are a product customer and feel that it's time to have a system health check, then contact Clare on 01295 222670 to order your Payroll Medical today.

On-site, a member of our Support team will carry out standard integrity checks and advise, present and demonstrate alternative ways and clear solutions to any queries you may have. The key aim is to streamline your payroll procedures and advise you on ways that could improve your reports and save you time.

Welcome to Gemma

Gemma joined us in January 2008 as our Administrative Executive.

Already Gemma has made a positive contribution to the Action File team, her enthusiasm and great sense of humour shall ensure that she fits in well!

As the first point of contact to the company, I am sure you have / will all speak to Gemma in the future.



Win 25% off your next order!!

All you have to do is log onto www.action-file.co.uk click on Tools > Sick Pay Calculator and tell us, how much SSP an employee would get if ...

... they have had 14 days off sick ...

Simply enter in the details as shown opposite and press the Calculate button. Email the results to Clare at the following address:

clare.reynolds@action-file.co.uk

The first 3 customers who email the correct answers will receive 25% off their next order*. Full details of the winners will be published in the next newsletter.

Good luck!

*Offer only applicable to orders received by 30th April 2008

Sick Pay Calculator

Select the tax year	2007-08
Has SSP been paid within the last eight weeks or is this an ongoing paid SSP period	No
Usual work days per week	5 days
Total working days off sick	14
Enhanced daily rate	
<input type="button" value="Calculate"/>	

Enter sick pay details

Results

Waiting days (unpaid)
Sick days paid
Pay period SSP due
Enhanced pay due
Total sick pay due