foundU

Administration Services Customer Fact Sheet

Need some help with a big administrative task? Don't have the time to get your data in order? foundU Administration Services can help.

General Administration

$85 per hour

*Minimum of $250 per Request

This covers basic data entry that doesn't require any platform, or payroll expertise. This could be anything from 'cleaning up data' for imports to setting up multiple rosters in the system.

These tasks include, but are not limited to:

→ Updating settings against employee profiles

→ Applying positions to employee profiles

→ Cleaning up data for use in parallel pay runs

→ Setting up rosters

→ Setting up / updating rates books and operations

→ Setting up shifts / times for parallel pay runs

Advanced Administration

$110 per hour

*Minimum of $250 per Request

Advanced Administration covers any data entry work that requires a degree of platform or industry expertise. It also considers the impact and importance of the work, and any associated risk.

These tasks include, but are not limited to:

→ Collating or investigating data for audits

→ Award set up (from provided summary)

→ Manipulation of Report Data

→ Allowance setups and application

→ Updating the Onboarding flows

→ Restructuring platform setups

→ End of Year reconciliations

To enquire about availability, please contact your Implementations or Customer Success Manager.