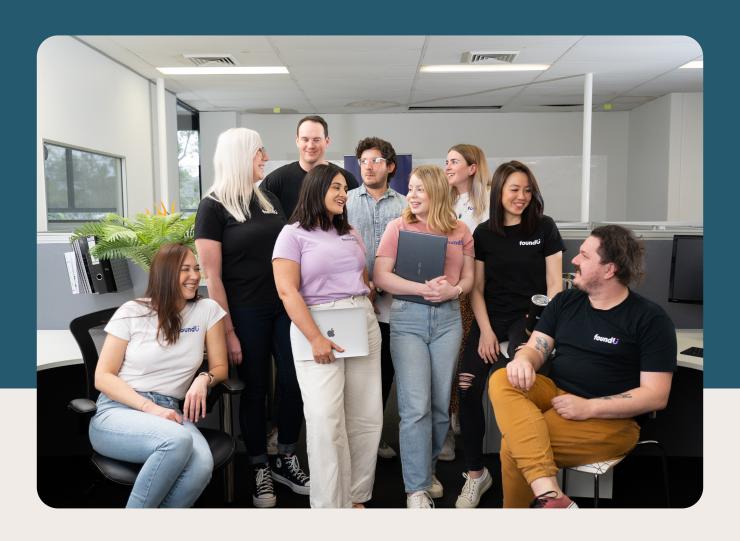# foundU

Payroll Administration Support Service

The Offering

The foundU platform provides automated payroll functionality that makes paying your teams seamless and easy. However, we understand that sometimes you may need a little extra help in getting things done – that's where foundU Payroll Services comes in.

The foundU team can assist in processing your payroll on an ad hoc or ongoing basis depending on your requirements.

This means we can cover your team when your payroll administrator goes on leave, or step in to act as your payroll function on a long-term basis.

Our offering includes:

- Payroll checks - including pay rule checks, hours, tax scales and superannuation

- Manual payroll edits for anything that's not automated

- Pre-processing approval that includes a draft payroll processing report in CSV format (with the fields of your choosing)

- Payroll generation - including ABA Creation, payslip generation and emailing to employees

- Post-payroll generation reports and confirmations emailed to client, inclusive of:

    - Payroll Activity Reports

    - Leave Reports

    - Link to download the ABA file for upload to the bank

    - Link to verify and send STP Submission to the ATO

- Creating and processing adjustments or back payments

- Processing terminations, bonus payments and other out-of-cycle payments

- Documentation of payroll processes

Price

The price of payroll services is charged on a per-payslip basis, so that it scales in line with your subscription fees and business growth.

Once off $620.00 Scope Fee

Active Users	Cost Per Payslip
1 - 50 Users	$7.50 per payslip
51 - 200 Users	$7.00 per payslip
201 - 500 Users	$6.50 per payslip
500+ Users	POA

*Minimum per pay period $250

Where required, we are happy to discuss your particular use case with you and form a custom quote.

The Details

What doesn't it include?

- Award Interpretation

- General Customer Support

- Duties outside the designated times

- STP Submissions

- Payroll Advice

Getting Started

To enquire about utilising the foundU Payroll Services offering, please get in touch with your Customer Success Manager or email payroll@foundu.com.au.

We will need the following information to assess your request:

Business Name

Platform URL

Contact Details

Payroll Day

MAU

Industry

Overview of Payroll Process

Time Period (ongoing / ad hoc)

Are you a new customer?

Someone will then be in touch to provide further information and if applicable, book a Scoping meeting to understand more about the requirement.

Once everything is confirmed, you will be supplied with a Payroll Services Agreement, Schedule and Plan for sign-off.

Other Process Notes

- Each pay period you will need to perform your required actions before the agreed cutoff time. This includes:

  - Approve or decline all shifts

  - Approve or decline all leave applications

  - Inform our team of whether there are any terminations, or additional payments such as bonuses

- Prior to commencing the relationship, please advise us of the required data points you would like to see on the pre-processing check (we will provide a list of options)

- Post-payroll processing you will be responsible for:

  - Downloading the ABA file and uploading it to your bank

  - Confirming and sending the STP packets to the ATO from within the foundU platform

  - Generating any further reports required to supplement post-payroll processes including reconciling EOM/EOFY and journal entries unless otherwise agreed

- Any adjustments sent through to your payroll services manager using the agreed form, will be processed on the same day if submitted before 2pm otherwise within one business day

- You will need to nominate a key contact for any payroll or shift related questions

Contact Details

If you have any questions at all, please don't hesitate to get in touch with the team at payroll@foundu.com.au or call 07 3876 3783.