A woman with long dark hair, wearing a blue sleeveless top, is sitting at a desk. She is smiling and looking towards the left. Her hands are on a laptop keyboard. In front of her is a white coffee cup on a saucer. To the right, there is a red folder or notebook. The background is softly blurred, showing a lamp and some indoor plants.

The essential
guide to
choosing an
outsourced
payroll provider

roubler.

The challenge of managing payroll in-house



Managing payroll in-house can present significant challenges. Time pressures, combined with the need for error-free, compliant processes, can create unnecessary pressure for your team.

Even the most experienced payroll teams experience the pressure of keeping up with legislative changes, and ensuring they are accurately applied so that each employee is paid accurately and on time.

Manual data entry and the constant need to cleanse and cross-check information across multiple systems can be a significant burden.

For already overstretched teams, this can all add up to accidental payroll errors and mistakes that could have been avoided.

That's why an increasing number of businesses are choosing to partner with an outsourced payroll provider – achieving peace of mind and significant time savings.

If you are considering outsourcing, you've come to the right place. This guide will talk you through the benefits of outsourcing your payroll, and what you should look for in a provider.



Challenge 1: Payroll accuracy

Paying your employees accurately and on time is critical. Even minor errors will erode trust among your employees and leave your business vulnerable to being penalised for non-compliance.

Ensuring accuracy every pay cycle is challenging, especially if you are working with multiple systems and manual processes that leave room for error.

Without automated systems in place, capturing time and attendance data and getting it into the payroll system can be a challenge in itself.

And yet, this is one of the most fundamental aspects of ensuring accurate payroll.

Challenge 2: Cost efficiencies

You might think managing payroll in-house saves money, but often the opposite is true.

Many businesses make the common mistake of assigning payroll duties to staff whose area of expertise is, in fact, anything but payroll.

Conversely, others have more payroll specialists than they need, adding to already high staffing costs.

The additional expense of maintaining up-to-date knowledge within an in-house team can be significant, as can the costs associated with recruitment and administrative overheads.

Challenge 3: Legislative compliance

An imperative for payroll is that employees are paid in line with the relevant legislation.

We all know the penalties for not complying with legislation can be significant.

And yet, so many businesses still find themselves inadvertently making a small mistake that leads to a hefty fine.

Most of the time, businesses don't even realise they are in the wrong until it's far too late.

The constant need to up-skill in-house teams presents an ever-increasing burden as the compliance landscape becomes ever more complex.

Why you should leave payroll to the experts



For many businesses, outsourcing helps remove the stress of payroll and alleviate concerns around compliance. Here are a few reasons why you should consider leaving payroll to the experts.

Create cost efficiencies

The cost of maintaining an in-house payroll team can be significant. Wages, training costs, administrative overheads and recruitment fees quickly add up. By outsourcing payroll, you will save on overheads in the long term by creating cost efficiencies while still receiving expert service.

Benefit from local expertise

When you work with a reputable provider with local expertise, they will understand exactly how to address the complexities of paying staff. This will give you confidence knowing your staff are being paid in line with legislative requirements.

Eliminate costly errors

Outsourced payroll providers are specialists in what they do. You'll benefit from a wealth of experience and technical knowledge, increasing accuracy and reducing the likelihood of errors.

Keep up with legislative changes

A good payroll provider will use sophisticated software with built-in pay rules that automates compliance, helping ensure you align with the latest legislative changes.

Focus resources where they're needed

With your outsourcing partner taking care of compliance, you're free to focus on areas of the business such as strategy, people leadership and talent retention.

Benefits of all-in-one software

When considering an outsourced payroll provider, it's a good idea to evaluate the systems that make up your payroll and workforce management technology stack at the same time.

After all, efficient processes and effective systems go hand in hand when it comes to compliance and ease of payroll processing.

Capture accurate data

If you don't have one source of truth across rostering, time and attendance, expense claims and leave management, your data integrity will be at risk.

If all the relevant information doesn't feed seamlessly into your payroll system, this makes achieving accuracy and compliance so much more difficult – no matter how good your in-house team is at their job.

Bringing together all these aspects of workforce management within one robust technology solution provides total clarity, and is a vital – yet often overlooked – step in the payroll process.

Gain visibility over your workforce

All-in-one software provides visibility over the entire workforce, facilitating effective decision-making business-wide.

Providing everyone from payroll, to HR, to line managers with the information they need in one seamless system creates the opportunity for robust, data-driven decisions.

For payroll, having one source of truth ensures staff are paid accurately and on time, and accurate reporting is available at the click of a button.

For managers, creating cost-effective rosters in line with budgets is simplified, as the exact cost of each and every shift is visible.

And for HR teams, all employee data is accurate and available all the way from recruitment, through onboarding and beyond.

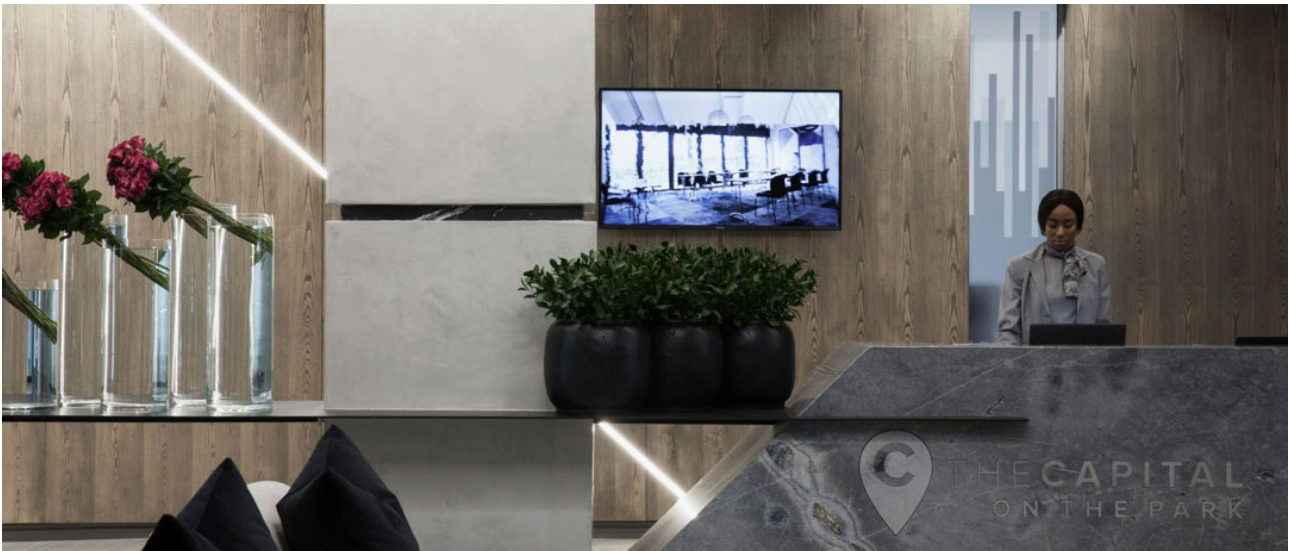
Empower your employees

Workforce management software gives employees access to up-to-date information in one place. This doesn't just enable swift and effective communication to and from payroll, it facilitates better communication in general.

An employee self service app empowers staff to effectively manage their work lives. They can maintain accurate information such as bank details, submit expense claims, request leave, and view payslips and payment summaries, all from the palm of their hand.

This means less back-and-forth with payroll and HR, and more effective information sharing across the entire workforce.

Roubler + The Capital Hotels & Apartments



The Capital Hotels & Apartments (The Capital Hotels) is the fastest growing hotel group in South Africa, disrupting the market in the apart-hotel sector.

With a network of hotels and apartments across South Africa, The Capital Hotels required a flexible and modern workforce management system to support their expansion.

With ambitious plan and growth throughout 2020 despite the significant challenges faced, they didn't want to be held back by inefficient software or disjointed processes. With rules and regulations around travel and the hospitality industry changing constantly, flexibility was critical.

The Capital Hotels sought out a partner that was as disruptive in the technology industry as they were in hospitality, and Roubler fit the bill perfectly.

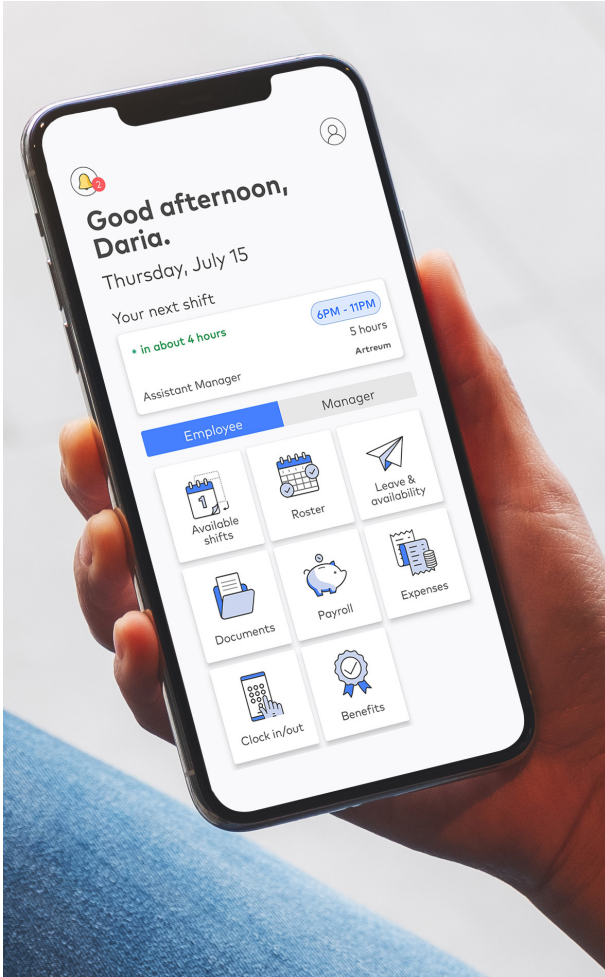
With Roubler in place, new staff are onboarded faster, managers spend less time on admin, and employees can manage their work life via the app.

The Capital Hotels benefits from a system that includes the complete employee lifecycle: from onboarding, to time and attendance to rostering and payroll.

They now have oversight across the entire group to ensure employees are working the right hours and being paid correctly across their various locations.

At a site level, managers save valuable time with features like smart rostering and management features built into the mobile app.

Employees can view their roster, book leave and update personal information via the app, without the need to log in to different systems or request information from HR.



All-in-one workforce management

Roubler is a unique workforce management solution trusted by businesses all over the world including IGA (HG Retail), Estee Lauder, WHSmith and MAC.

We'll help you to recruit, onboard, schedule, manage and pay your staff, all while providing data clarity and real-time analytics across every aspect of your workforce.

We bring you true peace of mind, knowing that Roubler's always-on compliance and risk management tools are with you every step of the way.

By harnessing the latest AI, machine learning and automation we are providing a new depth of insight and intelligence, and shaping the workforces of tomorrow.

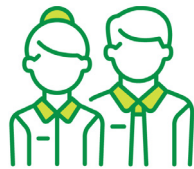
Want to find out more?

Call us on +27 10 500 2223
or email info@roubler.com



Recruit

Find and attract the very best talent to join your team.



Onboard

Automate employee onboarding and go paperless.



Roster

Create efficient rosters with a single click.



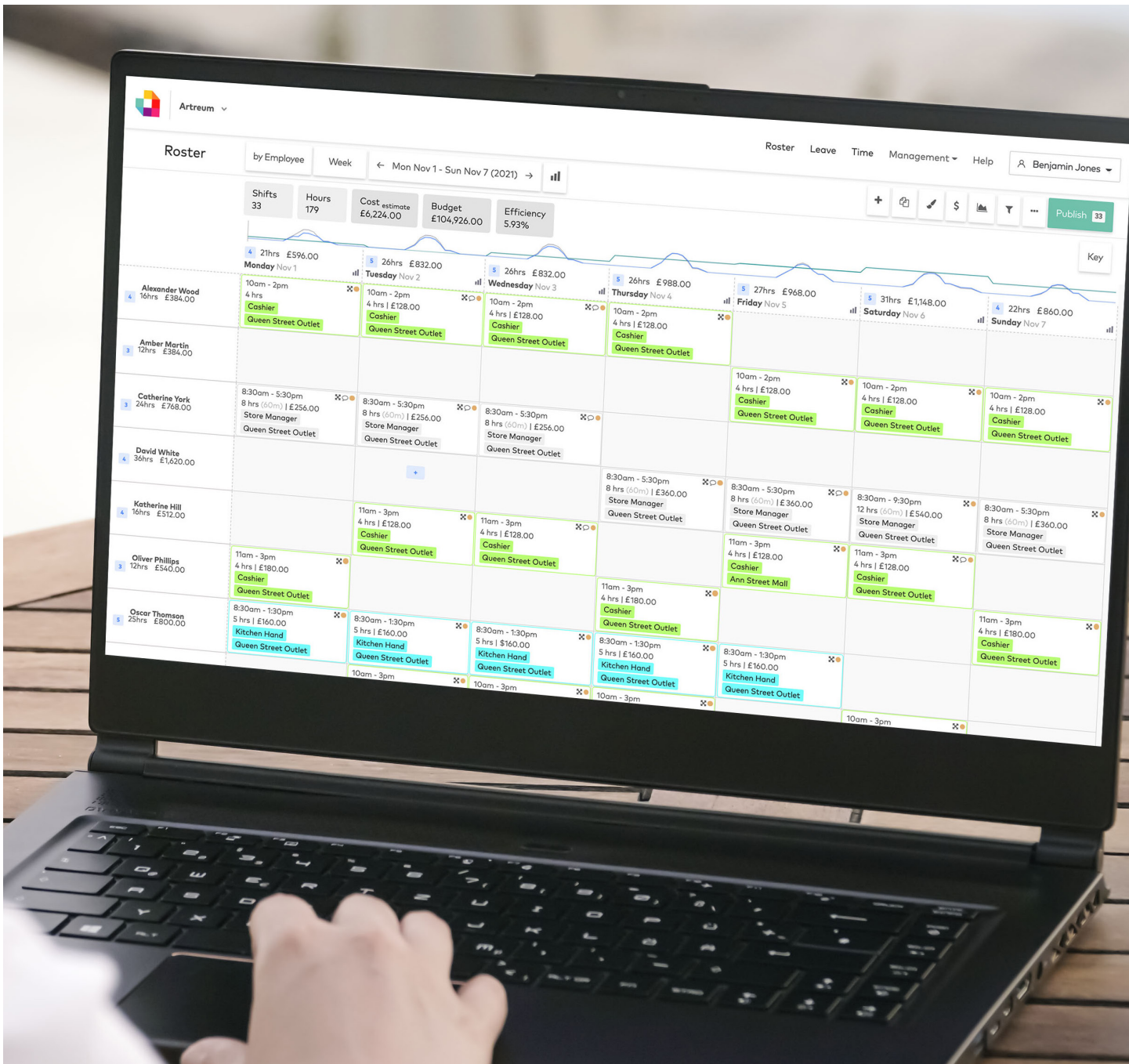
Manage

Manage employees seamlessly at every stage.



Pay

Enjoy peace of mind with built-in compliance.



Find out more

Want to learn more about outsourcing payroll?

Call us on +27 10 500 2223 or email info@roubler.com

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www.roubler.com