



Payroll management

March 2009: e-travel claim system

the support
service

Our business. Supporting your business.

Client-wide web-access to service desk

Overview

Traditionally, significant volumes of paperwork are produced, authorised and processed for payment. This can result in forms going astray and not being completed appropriately. To speed up the time it takes to complete a form and for payroll to receive it and to ensure all fields are completed and completed correctly, our e-travel claim system was developed by our own software development team.

Once the system is accessed there are a number of mandatory fields to complete, this ensures the right people get paid the right rate. Journeys are recorded and the system will total the columns of data thereby removing any arithmetical inaccuracies. By 'clicking' submit, the manager receives an email advising a claim is awaiting authorisation. The manager can take a number of actions, simply authorise it, in which case the claim becomes available for payroll to process, edit the claim or refuse it and you can also email back the claimant with any query.

Benefits

The benefits of the system are that claims are received more timely which has increased the percentage of claims paid in the month of receipt, data quality has improved resulting in fewer errors and no paperwork to archive.



Call us if you feel we can help:

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