



# Overview

BizPay Central is an advanced cloud/software-as-a-service (SaaS) payroll platform, designed for micro, small and medium sized businesses. The platform is accessible over the Internet using any of the popular browsers.

Micro and small businesses now have access to robust payroll software with all the core functions necessary to process small payrolls, at the most affordable price in Jamaica!

BizPay Central features include:

- Up to 3 user accounts
- Unlimited years of history
- Up to 100 employees per payroll
- System-generated bank upload files for net pay (BNS, JN Bank & NCB)
- Email pay slips to employees
- Upload payments, deductions & employee data from Microsoft Excel files if desired
- System-generated S02 year end upload files
- Support from our expert staff

**With BizPay Central, you can process your organization’s payroll in 5 easy steps:**

## Step 1 – Enter employee/payment/deduction data for the period

**Employee Information** | Payments / Deductions | Employer Contributions | Statutory Overrides | Variable Payments | Loans | Payslips

Employee ID or Last Name  Or [Add new employee](#)

First Name:  Address:

Middle Name:

Last Name:

Email:  Date of Birth:

Gender:  Male  Female

Department:  Employment Date:

Employment Category:  Job Title:

Status:

Employee ID:  TRN:


NIS:  Phone Number:

Payment Options:  Cash  Cheque  Bank

Account Number:  Account Type:

## Step 2 – Run Payroll

**You are about to run payroll for period 1/2018 Run #1**

Pay Date:  

Automatically generate an advance payment to cover the difference  
 Full cover as many deductions as possible

**Run Payroll**

## Step 3 – Generate & Check Reports

<b>BIZPAY</b>	<b>Net Pay Listing</b>	A list of net pay for each employee is shown on this report.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Gross Pay Listing</b>		Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Deduction Listing</b>		Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Employee Payslips</b>	Payslips for each employee processed.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Payroll Register</b>	Details of all payments and deductions for each employee for the current period as well as year-to-date information are shown by this report.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Payroll Register Summary</b>	This is a department summary report of all payments and deductions for the current period as well as year-to-date.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Bank Deposit Net Pay Listing</b>	Provides a quick bank summary by net pay which will be deposited to any particular bank and its associated branches. The subtotals and grand totals are very useful for cash flow management.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Coinage Report</b>	This report gives a breakdown of the net pay for each employee. It is largely used by the financial institutions for determining the breakdown of employees salaries for packaging.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>
	<b>Control Totals</b>	This report gives a summary of all payments and deductions. In addition it shows the taxable gross amount being brought forward from the previous period along with the taxable gross amount being carried forward to the next period.	Payroll Year: <input type="text" value="2018"/>	Payroll Period: <input type="text" value="1"/>	Run Number: <input type="text" value="1"/>	<b>Generate Report</b>

### Step 4 – Pay Your Employees

**Bank Upload Files**

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**BNS File**

Payroll Year:       Period:       Run:

**Generate BNS File**

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**NCB Files**

Payroll Year:       Period:       Run:

Include NCB accounts

**Direct File**   **ACH File**

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**JN Live Business Upload**

Payroll Year:       Period:       Run:

**Generate JN Live File**

BIZPAY

### Step 5 – Print/Email Pay Slips & Close the Period

**I have completed my payroll run for period 1/2018 Run #1, and would like to prepare to start entering new data for:**

**Period 2/2018 Run #1**

**Period 1/2018 Run #2** (Supplemental/Bonus Run)

Optional Comment:

**Close Period**

## Pricing

Employee Category	Monthly Fee (per payroll)
Up to 10 employees	\$1,764.00
Up to 20 employees	\$2,352.00
Up to 50 employees	\$2,744.00
Up to 100 employees	\$4,410.00

NB: Prices are quoted in Jamaican dollars and do not include General Consumption Tax (GCT)

## Get Started

Sign up at <http://bizpay.mcsystems.com/register/account> or email us at [bizpaysupport@mcsystems.com](mailto:bizpaysupport@mcsystems.com) if you require more information.