Payroll Administration & Oversight

Payroll administration and payroll oversight, from monthly advice on your own payroll to full payroll processing.

What we do

- Payroll administration
- Payroll oversight and review
- Excel Payroll Matrix Audit
- Overtime, rest-day and public-holiday pay
- Payroll systems set-up and support

What you receive

- Accurate payroll each pay period
- Payroll summaries and records
- Deductions checked against current rules
- A payroll calendar for the year
- A named payroll contact

Who it's for

Hotels and resorts

Retail and distribution

NGOs and schools

How it works

Collect
Gather hours, changes, leave and new hires.

Prepare
Prepare or review the payroll and deductions.

Check
Check totals and exceptions before pay day.

Record
Payroll summaries and records kept on file.

Why it matters

Getting pay right, every time, keeps staff confident and avoids costly corrections later.

INDICATIVE FEE

Payroll advisory, per month
BZ$400

Payroll processing, per month
BZ$2,950

Excel Payroll Matrix Audit
Quoted for each assignment

Final fee confirmed in a written proposal.