

# Accentra Primo Payroll

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# I NEW FEATURE - FLEXEARN

## I.1 WHAT IS FLEXEARN?

- FlexEarn gives your employees instant access to earnings whenever needed, not just on payday.
- Any advances made are then automatically deducted from employees’ payroll, thanks to FlexEarn’s integration with Accentra.
- FlexEarn is free for companies with no changes to payroll or cashflows required.
- The service is proven to reduce employee absenteeism and turnover while increasing engagement and satisfaction.

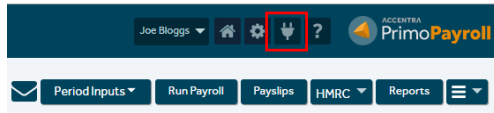
## I.2 HOW TO CREATE A FLEXEARN ACCOUNT

- Visit [www.flexearn.com](http://www.flexearn.com) and click the Join Us button
- Fill in the contact form and a FlexEarn representative will get in touch to complete your registration
- Log in to your account and open the Account tab
- Make a note of the API Key and Secret Key

## I.3 USING FLEXEARN

### I.3.1 HOW TO INTEGRATE WITH YOUR FLEXEARN ACCOUNT

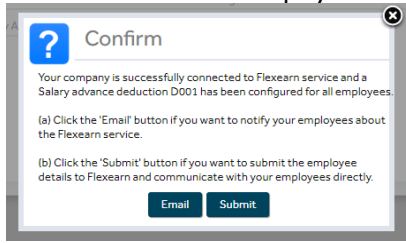
- Open the relevant company from the Company List
- Click on the API plug icon at the top of the screen, next to Settings



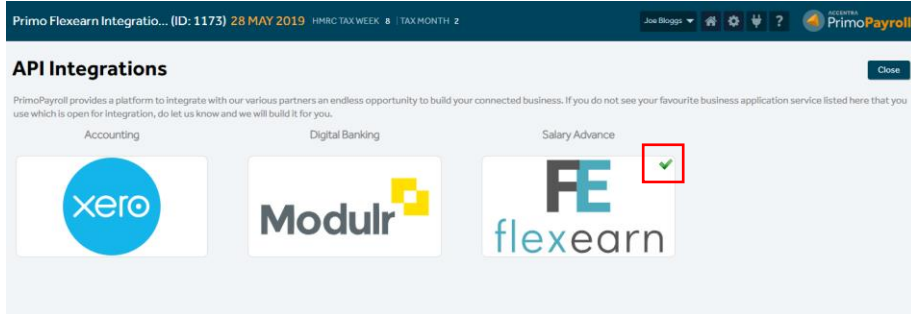
- Click the ‘FlexEarn’ logo and then click the ‘I wish to Signup’ button
- If you do not have any employees paid monthly, you will receive a message stating FlexEarn services only support employees paid through monthly frequency
- Enter the Client ID (API Key) and Client Secret (Secret Key) from your FlexEarn Account
- You have the option to rename the deduction description
- Click ‘Connect’ (Once connection has been established, the ‘Require payment Confirmation’ option will be ticked)

- Click ‘Email’ to notify your employees about FlexEarn

- i) Click 'Submit' to send employee data to FlexEarn



- j) Once you are successfully integrated with FlexEarn you will see a tick next to the FlexEarn logo

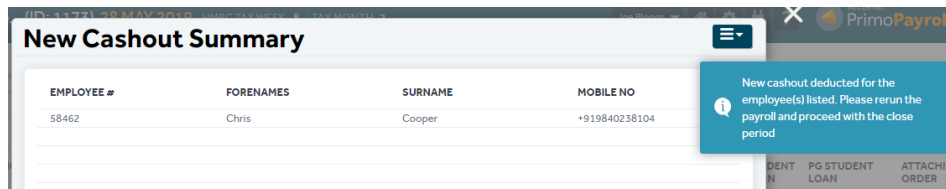


### 1.3.2 FLEXEARN CASHOUT PROCESS

- a) Once you click 'Submit' as mentioned in Step i) of 1.3.1 FlexEarn will communicate with your employees and send them a link to download the FlexEarn app (currently only available on Android devices).
- b) Employees can then login to the app to request a salary advance of up to 50% of their accrued monthly wages. This will be automatically deducted from their monthly pay. The employee will be charged £1.50 per transaction but there is no cost to your business.
- c) For any employees who have signed up to FlexEarn and requested a salary advance, the 'Run Payroll' will download the cashouts from FlexEarn and apply the deduction in the payslip automatically as show below

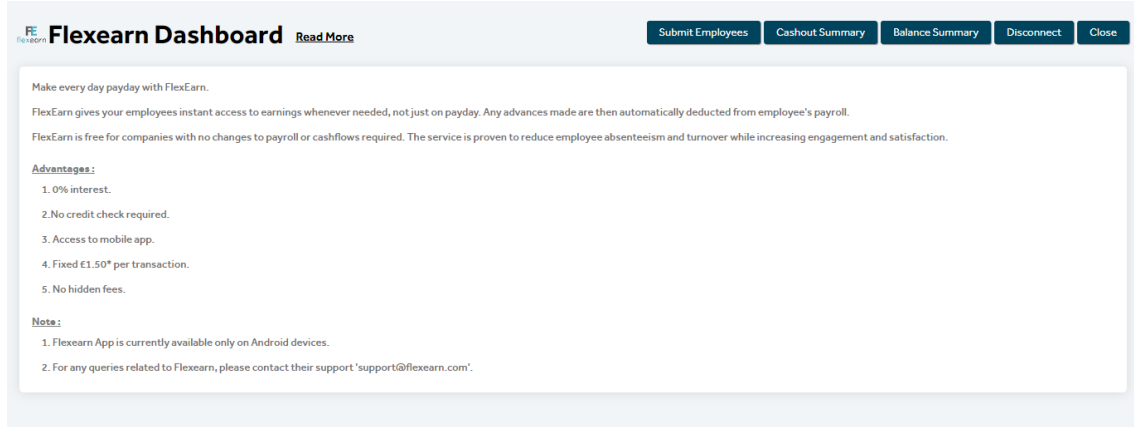
PAY ADVICE - MONTHLY							
COMPANY NAME		Prev.Ref	PAYROLL NO	SURNAME	FORENAMES		
Primo Flexearn Integration			58462	Cooper	Chris		
PAYMENTS				DEDUCTIONS		SUMMARY	
DESCRIPTION	RATE	UNITS	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	Amount
Basic Pay			2,500.00	Tax Deducted	291.60	Gross For Tax	2,500.00
				NI Contribution	213.72	Gross For NI	2,500.00
				Salary Advance	11.50	NI Contribution Empr	245.78

- d) **Note:** when you sign up with FlexEarn you need to provide the pay date of your payroll run. If you process payroll before this date and if there has been an employee salary advance between then and the actual payroll date, you will have to rerun payroll for that employee.

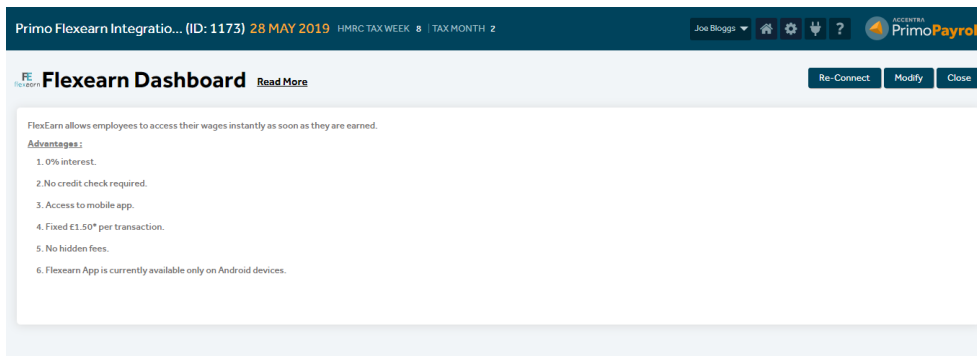


### 1.3.3 COMMUNICATION AND REPORTS

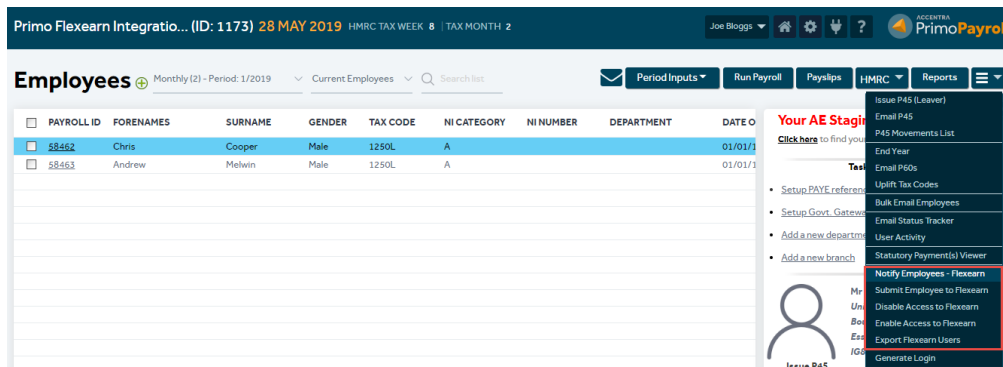
- a) Once your connection to FlexEarn is authorised you can access the dashboard from the Header Menu → API (Plug Icon) → FlexEarn.
- b) Here you can submit all employees and view Balance and Cashout Summaries. You can also choose to Disconnect from FlexEarn any time.



- c) If you disconnect you will have the option to reconnect at any time using the same API and Secret Keys from your FlexEarn account.



- d) From the drop-down menu on the Employees screen you can:
  - a. Notify Employees: Select individual employees to notify about FlexEarn
  - b. Submit Employees: Select individual employees to send employee data to FlexEarn
  - c. Disable Access: Select individual employees to remove their ability to request salary advances
  - d. Enable Access: Select individual employees to grant them access to request salary advances
  - e. Export Users: Exports the list of users who have signed up to FlexEarn



## 2 SUPPORT

We welcome any suggestions for improvement of the software. Please email to the below mentioned email.

Please email support team: [Support@accentra.co.uk](mailto:Support@accentra.co.uk) before you call. This will generate response ticket and allow our team to respond promptly. Always refer your Payroll company ID and contact details in the email.

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