



CLEANING MATTERS

THE NEWSLETTER OF CAGNEY CONTRACT CLEANING

Unit 17, The Hub Logistics Park, Bracetown, Dublin 15

Tel: 01-8253884 E-mail: info@cagney.ie
Website: www.cagney.ie

Welcome to Issue 28 (April 2016) of Cleaning Matters. I'd like to remind you that if you have any contributions to the newsletter, please forward them to me. Remember this is *your* newsletter. *Editor: Gregory O'Keeffe*

PAYROLL NEWS

COMPETITION— €250.00 VOUCHER PRIZE

Changes to our Payroll Software in 2016

We have recently changed to a new payroll software provider and our payroll staff have just completed implementation of this new product which is called Megapay.

Thank you to the relevant office and management staff for their assistance with this project.

The main changes are that details for payment of wages will be sent to payroll in a format suitable for importing directly into our payroll software.



You may have noticed the changes in your payslip design and layout which we hope you will find contains improved details including detailed tax calculations.

As with any implementation of a new system, we may experience some teething problems and we would ask all staff to work with us during this period.

As always, we ask you to advise your Supervisor or the office of any issues with your wages details immediately and we will work to rectify any discrepancies as soon as possible.

Linda Martin
Administration Manager

Email Payslips

We have had a facility in place to send **email payslips** to all staff for a number of years but with our old payroll software, this proved to be problematic at times. Our new payroll software has resolved this.

When payslips are emailed with Megapay please note that you must use a password to open and view your payslip which will be in the form of a PDF file attachment. Details of the password format to use will be contained in the body text of the email accompanying your payslip. If you have any queries, please don't hesitate to contact your Supervisor or the office.

We still have a large number of staff receiving paper payslips which we are currently phasing out over the next few months. Due to the numbers involved it is difficult to get payslips to staff in a timely manner. Going forward all payslips will be emailed or if you require a paper copy you must arrange to collect this from the office.

All staff who have given a current email address for their payslips **by 31st May 2016** as well as those currently receiving email payslips will be entered into a prize draw for a Dunnes Stores Gift Card to the value of €250.00.

To notify your email payslip details, please send an email to **info@cagney.ie** from the email address you would like the payslip sent to quoting:-

- your full name,
- your employee number
- your site of employment
- supervisors name

Your payslip will be sent by email to you from the next payroll.

Only those on email payslips will be eligible for this draw.



Details of the winner of the prize draw will be included in the next newsletter.