



Business Case for HR and Payroll System

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Overview



Streamlined Operations

An integrated system reduces manual processes, minimises errors, and improves overall operational efficiency.

Compliance and Accuracy

Automated payroll ensures compliance with labour laws and tax regulations, reducing risks and errors.

Employee Empowerment

Self-service portals enhance transparency, engagement, and employee satisfaction through easy access to information.

Business Growth Enablement

The system supports scalability, strategic planning, and cost savings to drive future competitiveness.

Current Challenges



ISSUES WITH EXISTING PROCESSES

Manual Process Challenges

Manual HR and payroll processes cause inefficiencies and increase the risk of human error, affecting overall operations.

Compliance Difficulties

Keeping up with changing labour laws and tax regulations is tough without automated compliance systems, risking penalties.

Data Fragmentation Issues

Employee data scattered across platforms complicates reporting and analytics, wasting time and resources.

Lack of Self-Service

Absence of self-service tools for routine HR tasks creates bottlenecks for employees and managers.

Proposed Solution



INTEGRATED HR AND PAYROLL SYSTEM

Unified HR and Payroll Platform

The system integrates core HR functions and payroll processing into a single cloud-based platform for seamless management.

Employee Self-Service

Self-service portals allow employees to access payslips, submit leave, and update information independently, enhancing efficiency.

Automation and Compliance

Automated payroll calculations, tax deductions, and compliance updates reduce errors and manual intervention significantly.

Analytics and Security

Real-time analytics support workforce planning, while robust security ensures data protection and regulatory compliance.

Benefits



OPERATIONAL, FINANCIAL, AND EMPLOYEE ADVANTAGES

Operational Efficiency Gains

Integrated systems reduce payroll time by 50%, automate attendance, and eliminate manual tasks, boosting operational efficiency.

Financial Cost Savings

Organisations save costs by minimizing admin overhead, reducing compliance penalties, and lowering payroll errors.

Enhanced Employee Experience

Employees access self-service portals for payslips and leave balances, increasing transparency and trust.

Improved Compliance and Security

The system updates labour laws automatically and securely stores data meeting GDPR and other standards.

Financial Impact



COST ESTIMATES AND ROI

Implementation Costs

Initial investment, ongoing subscription, and training expenses are key financial considerations for HR and Payroll systems.

Efficiency Savings

Savings arise from reduced administrative labour, fewer errors, and better compliance management.

Payback Period

Organisations typically see a payback period of 12 to 18 months due to improved efficiency and fewer penalties.

Return on Investment

Data-driven decisions optimise workforce productivity, enhancing ROI and long-term financial benefits.

Risks & Mitigation



POTENTIAL CHALLENGES AND SOLUTIONS

Managing Resistance to Change

Resistance among employees and managers can be reduced by effective training and a clear change management plan.

Data Migration Challenges

Complex data transfer from legacy systems requires vendor support and thorough pre-launch testing.

Ensuring Security and Compliance

Adhering to best practices and regulations is crucial to secure system implementation.

Implementation Plan

PHASED APPROACH TO DEPLOYMENT

Phase 1: Supplier Selection (December 2025)

Identify and finalise a supplier that meets the organisational HR and payroll needs effectively.

Phase 2: Data Migration (January 2026)

Migrate employee data accurately and configure the system workflows for optimal operation.

Phase 3: HR Training (January – April 2026)

Train HR staff to ensure success including parallel runs before officially launching the new system.

Phase 4: Training and Go-Live (March 2026 onwards)

Train managers and employees at set timeframes after launch with actual data to ensure buy in and trust.

Phase 5: Post-Implementation Review

Review system performance, resolve issues, and optimise usage to ensure system effectiveness.

Research & Supplier Summary



RECOMMENDED SUPPLIERS BY OTHER HOSPICES

CINTRA

Saint Francis Hospice, St Clare Hospice & Rennie Grove Peace Hospice Care

CIPHR

St Michael's Hospice, St Wilfred's Hospice & Oak Haven Hospice

MHR

Woking & Sam Beare Hospice

58% report into Finance and 42% into HR

Costings

Current per annum		
Natural	£ 10,274.00	3 years contract - ends Aug 26
BrightPay	£ 2,131.20	1 year contract - ends Aug 26
Payroll	£24,000.00	22.5 hours per week
HR input	£ 6,609.60	40 hours per month @ £13.77
HR check	£ 5,999.40	15 hours per month @ £33.33
	£49,014.20	

Quotes			
	Cintra	CIPHR	MHR
Implementation	£ 2,320.00	£ 14,100.00	£ 18,083.00
Annual fees	£ 24,730.00	£ 28,413.00	£ 24,749.00
Year 1 cost	£ 27,050.00	£ 42,513.00	£ 42,832.00

Proposed		
System & Outsourcing	£25,000.00	
HR input	£3,304.80	20 hours per month @ £13.77
HR check	£1,999.80	5 hours per month @ £33.33
	£30,304.60	

Proposed system

CINTRA

- Saint Francis Hospice, St Clare Hospice & Rennie Grove Peace Hospice Care all recommended
- Understand the complexities of Hospice payroll including enhancements and pension schemes (NHS & Royal London)
- System is payroll led
- Most cost effective and user-friendly system
- Self service function allows employees to enter their own timesheets and expenses
- See their previous and upcoming pay slips in real time
- Excellent standard reporting function and can create own reports
- Able to cope with multiple contract terms & conditions