

Your Onboarding Process with EPM

We are delighted to welcome you to EPM. Here's an overview of what to expect during your onboarding journey with us.







The EPM implementation team will be in touch to welcome you and begin your onboarding process.



We'll provide you with log in details to our website, which contains a dedicated onboarding section housing all the documents you need for a smooth onboarding process.



Once we've received your spreadsheet, we'll import your



data, carry out quality checks and cross-reference this with current payslips. We'll flag any anomalies ahead of your first pay run.



We'll also provide you with a 'New School Transfer Information Sheet' to complete which ensures we have the correct details to set up your HR and Payroll requirements.



We advise checking your staffing data via EPM Connect in advance of

your first pay run to update any

details that may have changed since

To simplify data migration,

we'll provide you with a

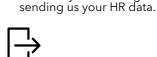
straightforward spreadsheet to

guide you through all of the

necessary data you'll need to

supply for import.

Once our payroll team has linked your BACS user number, they'll undertake a penny test to ensure the connection is live and working To ensure you're comfortable using our platform, we'll provide you with written guides and access to our Digital Adoption Platform, which guides you step-by-step on how to carry out tasks on EPM Connect.





As our payroll team begin to prepare your pay run, your employees will receive a link to access their ePayslip account.

Your current provider will need to send your exit data and final payslips after your final pay run. Our payroll team will then undertake payslip checks and ensure all basic and gross pay, third-party deductions, tax codes, etc, are correct.







Once your payroll is prepared, your draft reports will be ready to check on EPM Connect for any amendments. Once you're happy with the reports, you can authorise payroll with the click of a button.

Once payroll authorisation is received, additional reports will be available to download, final payslips will be available to view and your employees will be paid on your required pay date.

Your onboarding process is complete and the service is up and running ready for future pay dates.

Stay Connected with us

Follow us on LinkedIn and X to keep up to date with the latest education updates.







We're here to support you

We're always on hand to provide the bespoke support you need to succeed. From day-to-day tasks to the critical moments and everything in between, here's how our team can help.



General Enquires

For general enquiries. contact our EPM Reception Team.



01480 431993 (South Office)



01325 281480 (North Office)



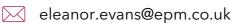
epm@epm.co.uk



Onboarding Enquires

For help and guidance during your onboarding process, contact a member of our dedicated onboarding team.

Eleanor Evans - Implementation Manager







lucy.reed@epm.co.uk



Explore our Services

We offer a range of sector specific services to help you feel assured and in control. Learn more about the support we can offer.



epm.co.uk/services



services@epm.co.uk



Join us for our Events and Training

Looking to expand your subject matter expertise? Our training sessions and events can help support your development. Scan the QR code to explore our events schedule >





epm.co.uk/training-events