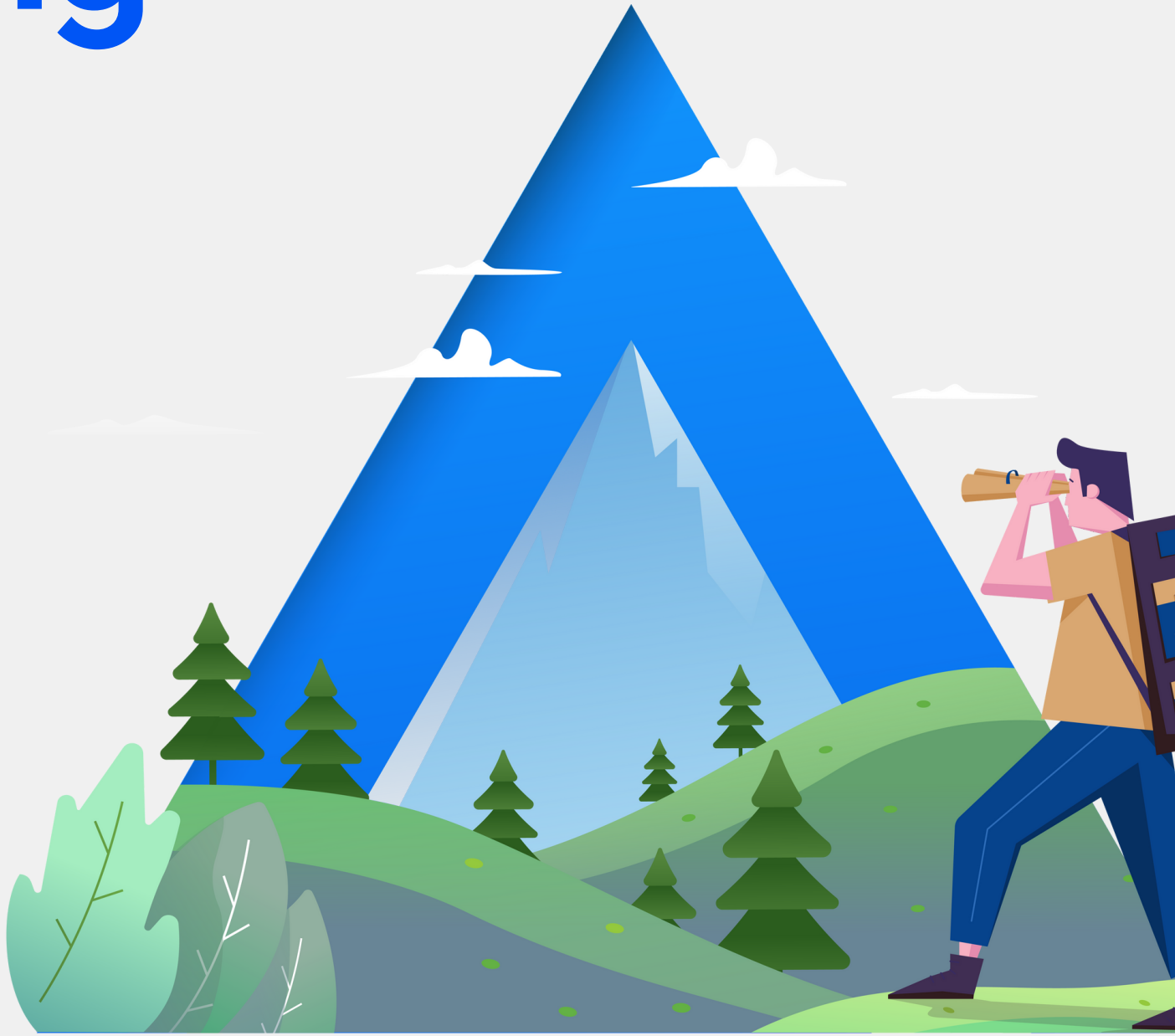


Switching Guide

Learn how to power
up your payroll



Stick or Switch?



"Surely there's a better way to do this" - Sound familiar?

When it comes to switching payroll software and systems, you may think it can be a bit of a minefield. So many options, so many features, and so many factors to take into consideration.

We get that. It's why we built our software to be the one platform to conquer your onboarding, payroll, accounting and timesheet needs, in one place.

No matter what shape or size your business is, or what solution you're looking for, we know we can deliver.

Find out why it's time to switch to My Digital and discover a better way. Keep reading to learn more.

Factors to Consider

The decision to switch to an alternative payroll software isn't something businesses should take lightly.

It's risk vs reward. Our new clients come to us with various sets of challenges and starting points. From outgrowing their basic Excel spreadsheets to being fed up with jumping across multiple systems, we've dealt with them all.

Head over to the next page to understand the key considerations you should be looking at when choosing to switch;



Cost

What does it mean?

It means understanding the total cost of ownership for the payroll software.

Why should you care?

Because being aware of all associated costs will help you make a financially sound decision that supports your organization's budget.

A word of advice

An expensive software may provide more value and stability, while a cheaper option might offer minimum support and lack stability. It's essential to weigh the long-term benefits and drawbacks to find a solution that best suits your organization's needs.

Evaluate both upfront and monthly costs to ensure the software aligns with your budgetary constraints. Be mindful of potential hidden fees or extra costs for additional features. Think of this as shopping for a car: you'll want to consider the purchase price, fuel efficiency, and maintenance costs before making a decision.

Features

What does it mean?

It means identifying the software's primary features and how they align with your business needs.

Why should you care?

By selecting a software with relevant and beneficial features, you can optimize your payroll processes and improve overall performance.

A word of advice

Cutting-edge features can make a difference in your payroll process. Some features are essential for running a business and need to be executed flawlessly, while others may be nice-to-have but not a priority. Identify which features align with your business requirements and focus on those.

It is essential to understand the software's capabilities, how it operates, and the value it will bring to your organization. Consider whether it will streamline operations, enhance efficiency, and support regulatory compliance.

Integration

What does it mean?

It means ensuring the software can easily integrate with your existing infrastructure.

Why should you care?

Smooth integration will minimize disruptions and maintain data accuracy, ultimately saving time and resources.

A word of advice

Assess whether the payroll software is compatible with your existing systems and if seamless data sharing can be achieved. Ensure that the software has open APIs and is ready to integrate with tools like CRM or timesheet software. The level of integration will depend on the desired automation and streamlining of your business processes.

This will help maintain efficiency and minimize discrepancies. Imagine the software as a puzzle piece: it should fit within your current system, ensuring high level of automation and seamless dataflow across the business.

Transition

What does it mean?

It means carefully managing the changeover process.

Why should you care?

A well-executed transition reduces stress on your team and ensures that your business operations are not negatively affected.

A word of advice

Determine how much disruption your business can tolerate without impacting customers and the bottom line.

Select a software that aligns with your organization's capacity to handle change and avoid any unnecessary disturbance.

Plan the implementation process meticulously, identifying potential roadblocks and working closely with the software provider for a smooth transition.

This is like relocating to a new office: careful planning ensures minimal downtime and smooth adaptation to the new environment.

Security

What does it mean?

It means safeguarding your sensitive data from potential breaches.

Why should you care?

Robust security measures protect your organization from financial and reputational damage while ensuring compliance with legal requirements.

A word of advice

While many providers offer a basic level of security, cyber threats are constantly evolving. Basic protection may not be sufficient to safeguard your data. Look for providers that take extra measures to ensure their security levels are the highest possible and stay up-to-date with the latest developments in the cybersecurity space. This will be usually demonstrated by relevant certifications. Ask each of the considered suppliers for their certifications, and see how they compare.

Think of security as the fortress protecting your most valuable assets: strong walls and defences are vital to keep threats at bay.

Time

What does it mean?

It means creating a realistic timeline for implementing the new software.

Why should you care?

Adequate planning ensures that your team can adapt to the new system efficiently, minimizing potential delays and disruptions.

A word of advice

Consider the timeline of your transition. Determine when it would be best to start planning and estimate the duration of the entire switching process. Factor in time for staff training and any necessary adaptations to your workflows.

This process may require additional resources, affecting other areas of the business during the switch. Ensure your team is on board with the workload and establish a robust project plan with agreed-upon timelines for a smooth transition.

This can be compared to planting a garden: you'll need to plan the layout, prepare the soil, and give the plants time to grow and flourish.

Switching Shouldn't Be Stressful

With our process, it's
simple and seamless



Expertise & Support

Every step of the way

That's exactly what you get when you come on board with My Digital.

We take a unique approach with every client to understand what you need and how we can make the process a seamless switch as we have done so successfully over 70 times.

Here's the benefits you can unlock by switching;

- In-depth business analysis to establish the scope of the integration of the system into your business.
- Onsite expert consultancy to understand all processes, procedures and requirements.
- Comprehensive interrogation of current data and preparation for export.
- Development of a detailed implementation plan, including responsibilities & timescales.
- Expert face-to-face platform training onsite & online
- Ongoing post go-live support

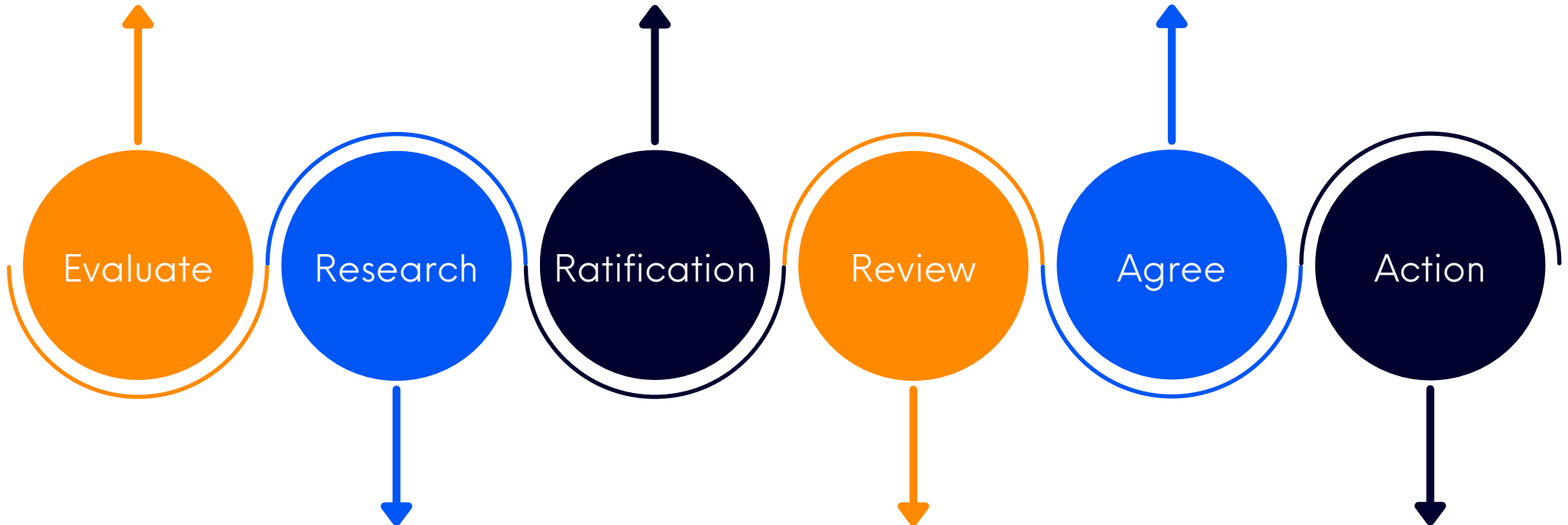
6 Stages of Switching

The Process

Assess where you're at, what you've got currently and what you might need.

Understand the impact of switching, who it affects and compare providers.

Get approval from key stakeholders and buy in from internal teams.



Evaluate

Research

Ratification

Review

Agree

Action

Shop around, see what's out there in the market and how it fits in with your business.

It's decision time. You've got all the information weigh up the pro's and cons and make a choice.

Go, go, go. It's time to start the switch. Timeframes, training and implementation!!

Our Benefits

So why have over 70 clients chosen to switch to our industry leading platform? [Here's why;](#)



Our API Portal brings a unique level of flexibility when integrating existing systems meaning minimal impact on transition.



Our software architecture enables simultaneous processing & multi-tasking.



The contractor mobile app is compatible with Apple & Android devices.



We have eliminated most of the manual tasks in the process of contractor onboarding with smart automation.



Our cloud-based platform eliminates manual updates or hardware costs.



We offer industry-leading customer support with enquiries answered in 4 minutes resolved within 2 hours.



We provide the highest level of security as an ISO27001 and Cyber Essentials Plus platform.



You have a selection of IR35 & RTW tools to support compliance and minimise risk.



My Digital are not just a software provider...
they are domain experts and a great source
of advice on a range of business challenges.

They are more like a partner not a supplier.
The system is fast, reliable, tremendous
value for money and supported by a first
class team.

Anna Read

CEO at Edward Thomas Contractors



About My Digital



My Digital is a cloud-based payroll, accounting, and timesheet software designed for payroll companies and staffing agencies operating in the temporary workforce market.

Our platform provides a fully integrated, highly secure and efficient solution to help businesses in the temporary workforce supply chain upscale, diversify and enhance their commercial offering.

Developed over eight years and now firmly established as the premium software product of choice in the UK 'umbrella' arena, My Digital improves all facets of payroll processing, operational overheads and business performance.

Over 70 umbrella companies across the UK trust us to power their payroll with over 350,000 contractor payments processes accurately and on time each month.. Each one of these started in the same place as you, but we treat each journey in switching to My Digital as bespoke. It isn't a one size fits all. That's why our team are with you every step of the way, from the initial consultation right through to activation and beyond.

Ready to Switch?

Enough about us. Let's hear about you.

We've told you the benefits that switching can unlock, the processes involved and how My Digital can be key to dealing with the demands of your business.

Our team have decades of expertise within the industry along with specialists in every department on hand to deal with any queries you have no matter how big or small they are. So now it's up to you to take that all important next step.

Unlock your potential by combining industry-leading software and bold ambition by powering your payroll with My Digital.



Start The Switch

Get in touch with our team of experts to book in your free, no obligation discovery call today.



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