



Payroll and Financial Services

The Topia Financial Services team leverages your instance of Topia's technology to provide best-in-class outsourced service and support in Global Payroll Management, Global Expense Management, and Accrual and Finance Management. Financial Services is an optional add-on for companies using Topia Pay.

Global Payroll Management

Payroll previews, instructions, and compensation files including all elements of pay, both cash and non-cash, are recorded accurately to maintain regulatory compliance.

Key Deliverables

Payroll Preview

- Generate current month pay run preview, including comparison of current to previous month
- Review and validate payroll preview discrepancies including resolving predicted payroll errors

Payroll Instructions

- Create payroll instructions validated against the approved preview
- Calculate US gross-ups and/or withholding tax (optional)
- Initiate necessary file or feed transfer to local payroll providers

Compensation Collection Files

- Review and validate amounts instructed against amounts paid
- Liaise with customer to reconcile and clear differences
- Create adjustments in following pay period as needed
- Collect third party expenses including relocation, immigration, and tax payments

Shadow Payroll

- Created for each host location, where required
- Run at the end of the month after all compensation has been audited and committed

Benefits of Topia's Payroll and Financial Services

- Increase efficiency through automation
- Return time and capacity back to your team
- Dramatically reduce or eliminate payroll errors
- Greater payroll and compensation accuracy
- Lower cost than traditional outsourced payroll instructions
- Instant access to reporting

"I love the support I receive from my Topia Payroll team! They go out of their to make us feel comfortable if we have any issues and ensure we are comfortable with the solution. They get on issues right away and thoughtfully respond in a way that does not make me feel completely lost."

Farah Sahajad, Superior Energy



Global Expense Management

Full global expense management capabilities, from managing the audit and payment of employee reimbursements to providing consolidated onward invoicing, creating a single point of billing management.

Key Deliverables

Quality Review

- Review expense submissions for completeness
- Liaise with expense submitter to obtain additional information as needed

Policy Review

- Review submitted expenses against policy including budgets, caps, and limits
- Raise exception requests as needed for expenses that fall outside of policy and/or budget

Delivery of Payments

- Instruct payments of reimbursements or invoices to be made via ACH, international wire or check

Finance Reporting

- Reconcile the amount of cash paid against pre-funded cash account for an employee or vendor
- Generate financial files showing cash flow allocation across global cost centers

Payroll Reporting

- Payments made flow automatically to Topia Pay for reporting and compliance

Accrual and Finance Management

The combination of Topia Plan's cost estimate capability and Topia Pay with Global Payroll Management services enables easy management of financial accruals associated with a global mobility program.

Key Deliverables

Initial Accruals

- Generate accrual reports based on approved assignee cost estimates

Cost Estimate Revaluation

- Manage recalculation of cost estimates and balance sheets due to changes in compensation, rates or employee life events

Budget to Actual Reporting

- Leverage compensation and costs imported into Topia Pay to compare actual costs against approved cost estimate (budget) on a per assignment basis

Accrual adjustments

- Reporting provided to global finance teams of adjustments to current and future financial period accruals



Customer Example

Industry	Tech	Number of transactions managed	44,870
Size of population managed by services team	943	Volume of spend managed	\$24,417,146
Services we are delivering	Accruals Expense Management Payroll	Key KPIs (e.g., 99.99% accuracy, etc.)	100%