Payroll

HRS supports multiple payroll cycles, allowing the employer to pay employees weekly, bi-weekly, semi-monthly, monthly or any combination of these cycles. HRS allows for non-regular payroll calculations through a special payroll cycle. A special payroll cycle provides payment only to those employees for whom input is entered during that cycle. HRS payroll provides encumbrance accounting for labor and benefit distributions covering contracted, salaried, daily and hourly paid staff.

Payroll Control

To expedite payroll processing, HRS allows the user to enter on a single screen the necessary payroll control information and deduction/benefit codes to be taken during the designated cycle. Separate checks can be issued during one payroll for different types of pay for an employee.

Exception Pay

HRS processes salaried and unit paid employees in a single payroll run. It utilizes the concept of exception processing to minimize input requirements. Required input data includes hours or days worked for unit paid employees, pay docking, unusual pay rates and deduction/benefit overrides. Other input is optional.

Additional Pay

In addition to processing an employee's regular pay, HRS easily processes input for recurring and one-time additional pays.

Payroll Checks and Direct Deposits

The primary function of HRS is to process accurate and informative payrolls. The employee check stub or direct deposit advice contains current and year-to-date information on all earnings, taxes, deductions, and benefits. Sick leave used and available and vacation leave used and available can also be printed. Direct deposit of net pay through the automated clearinghouse (ACH) is easily handled by HRS.

Labor and Benefit Distribution

HRS can distribute an employee's regular earnings to multiple expenditure accounts. Distribution of employer paid benefits to the accounting system may be specified by benefit. A labor and benefit distribution file is created during the payroll cycle and is posted to the accounting system.

Accounting System Interface

The accounting system interface is designed to link HRS with the Financial Accounting System (FAS). HRS automatically creates transactions for labor and benefit distribution, payroll liabilities, and payments, and payroll encumbrances if desired. Personnel costs are charged to the user's accounting system for timely, accurate accounting and analysis.

Historical Data

The Human Resource System provides earnings, deduction, distribution, and position histories associated with payroll and personnel functions.

Reporting

HRS provides extensive management and technical reporting. The reports are designed to verify accuracy and enhance auditing and analysis. Reports are readily generated from standard menus. The structure of the database facilitates the use of report generators to develop custom reports. The system also provides a wide range of operational reports including personnel directories and employee labels.

HIGHLIGHTS:

> Enter and maintain time records

> Easy entry screen for use to enter time input, exception/one-time input, one-time adjustment input

> Exception pay processing for salaried and unit pay staff

> Calculate employee pay and deductions

> Deduction arrears and garnishments

> Create paychecks or direct deposits

> Integration to FAS for labor and benefit distribution amounts as well as vendor liabilities

> Payroll encumbrance for contracted, salary, daily and hourly staff

> Interfaces for substitute tracking and timekeeping systems

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