



Nothing is more important than getting employee paychecks correct. **MCSJ Payroll** has all the functionality required to insure both efficiency and accuracy. Direct deposit, union contract tracking, and attendance tracking are just some of the records that can be recorded for employees. Print W2's, federal and state mandated reports or submit them electronically.

**Integration:** All aspects of MCSJ Payroll are integrated into the general ledger and MCSJ Human Resources. Budget account distribution and agency payments are exported to MSCJ Finance Super Suite so information is only entered once.

**Direct Deposit:** Utilizing the standard ACH file, MCSJ can process unlimited direct deposits for each employee. Employees can choose to have their net pay distributed into checking and/or savings accounts. Employee deductions can also be directly deposited into agency accounts eliminating the need to process AP checks for deductions.

**Standard Time Entry:** Payroll is very stressful without having to add and adjust every employee so the system generates a "normal" payroll for all employees. The user only needs to enter the "exception" entries for each employee. Vacation, sick, personal, admin, and comp time can be entered in real time for accurate tracking of employee time.

**Reporting:** There is now the ability to print state and federal reports straight from the system. A Federal 941 is generated as a PDF document and W-2 forms print, as well. There is unlimited reporting available for all employee information and history.

**Employee History:** Never go into a filing cabinet again. Reports can be generated for any of the data stored in MCSJ. A report can be run for current year, previous year, or the entire length of the employee hire. Breakdown history by time worked, deductions/earnings, salary, and any other information stored in MCSJ Payroll.

**Union Contract Tables:** Enter the union contract into the contract table and the system will track the employee anniversary dates. Whether the contract is based on the hire date or the calendar year, the system will adjust the pay based on the table. Longevity pay can also be included.

**Pay Distribution:** The system has the ability to charge one or many salary and wage accounts for each employee. The distribution of pay can be broken down by percentage and/or dollar amount. Employee time may also be distributed by hours worked per budget account or by project.

**Document Imaging/Scanning:** An unlimited number of files can be attached to an employee file such as photos, a W-9, a resume, and more. This allows for better employee file management and reduces storage space needed for such documents.

### Simple.

- Simple to Learn
- Simple to Use
- Simple Documentation
- Simple Support Access

### Effective.

- Effective Training
- Effective Integration
- Effective Reporting Tools
- Effective E-Notifications

### Solutions.

- Finance Super Suite
- Electronic Requisitions
- Business Licensing/AR
- Developers Escrow
- Payroll
- Human Resources
- Real Property Tax Billing
- Utility Billing
- Web Inquiry & Payment Portal
- Customer Work Orders
- Inventory Control
- Animal Licensing
- Construction Permitting & Code Enforcement

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**Simple. Effective. Solutions.**