

Personnel Management



Payroll

All modules are guaranteed to be state and federal compliant and include all statutory forms which can be printed or sent electronically to the required agencies. Unlimited attachments allow for the storage of pictures, documents, or anything specific to that employee in a centralized location. Robust security limits a user's access based on their specified security level. ACA compliance is guaranteed with a knowledgeable staff available to provide support.

The Payroll module is designed as an exception based system to reduce the amount of manual entry. It allows for multiple pay rates and integrates seamlessly with Human Resources, Employee Self-Service (ESS), and Finance. Salary and wage account distributions, along with agency payments, are exported directly into Finance so information is only entered once. There is an unlimited amount of direct deposits, contract tracking, retirement tracking, salary history, accrual tables, statutory and voluntary deduction tracking all contained within one centralized location.

Human Resources

Human Resources allows for detailed tracking of benefits and assists with COBRA reporting requirements. Attendance tracking can be centralized or decentralized based on user preference. Time clock imports can be easily handled. Schedule management allows for simple schedule creation and exception entry payroll provides the ability to import those directly. Position control, incident and applicant tracking, as well as, personnel or grievance tracking are all included without limitations. There is an unlimited amount of history that can be stored on an employee including: job history, salary history and education. EEO4 forms can be generated with the ability to auto-fill, print, and submit them directly from the system. Human resources can be used as a stand-alone module, but integrates seamlessly with payroll and Employee Self-Service (ESS), if desired.

Employee Self-Service (ESS)

Employee Self-Service Portal is a web based module that integrates with Payroll and Human Resources allowing an employee to perform a variety of tasks. Employees can access and reprint W-2's and W-4's, as well as check stubs for any time period. They can view salary information, current withholdings, benefits, direct deposit, deductions, and year to date totals. Employees can view current leave balances along with view scheduled or already taken time in a user friendly interface. The employee can record time worked or request time off subject to departmental approval.

Attendance App

This app offers your employees access to their records via a mobile device. They can review their check history, leave balances, benefit info, direct deposit information and much more. They can also submit their time in an easy to use attendance entry format. Department heads and payroll personnel can also approve employee time via the app.