

# Payroll Solution

Drive efficiency and savings with a payroll solution that delivers the perfect paycheck every time

Looking to simplify your entire payroll process while ensuring accuracy? Our payroll solution, a module in an integrated, cloud-based human capital management (HCM) suite, continually processes payroll in real time so it's ready at the click of a button. Complete automation streamlines payroll processing to reduce errors and ease your administrative burden. Real-time reporting enables you to analyze payroll activity and trends, verify processing benchmarks, and support regulatory compliance. This powerful, easy-to-use payroll solution provides the automated tools and high-quality information needed to help you control labor costs, minimize compliance risk, and improve workforce productivity.

With our payroll solution you always know what your people are doing and what you're paying them to do it. Our versatile pay rules engine makes it simple to determine pay associated with regular or overtime hours. It can support any number of scenarios — shift differentials, order of importance, location, and more — to accommodate your business requirements.

## Manage the payroll process with ease

You can define all steps in the payroll process to reflect your unique business requirements and workflows. Import employee hours or synchronize with our time and labor management module. Run as many reports as needed — Payroll Register, Labor Distribution, General Ledger, and more — before finalizing and submitting payroll to help ensure accurate results. And receive alerts throughout the process to flag issues and reduce errors.



## Key Benefits

- » **GET UP-TO-THE-MINUTE PAYROLL INFORMATION** at the click of a button
- » **DELIVER TIMELY, ACCURATE PAYMENTS** to employees with every payroll
- » **DRIVE ACCURACY** of employee withholdings with regular tax table updates
- » **EMPOWER EMPLOYEES** with a mobile app and self-service tools that reduce administrative tasks
- » **FREE IT** from maintenance and upgrade hassles with a cloud delivery model

The Payroll Register report can show a standard pay register by employee, cost center or pay statement with a variety of pay date options for the report view — Options can be further filtered for more detailed information.

Grouped By	Forecast Volume	Census Cost Center (Planned)	Census Cost Center (Actual)	Census Day Part (Planned)	Census Day Part (Actual)	HPPD Cost Center (Planned)	HPPD Skill (Planned)	HPPD
Medical Clinics/Gessner							28.43	2.707
Afternoon							10.08	1.125
Certified Nurse Assistant							4.68	0.375
Licensed Practical Nurse	95.75	274.43	274.43	95.75	95.75	30.06	4.68	0.375
Days							5.4	0.75
Certified Nurse Assistant	95.75	274.43	274.43	95.75	95.75	30.06	5.4	0.75
Licensed Practical Nurse	91.01	274.43	274.43	91.01	91.01	30.06	10.2	1.582
Night							3	0.527
Certified Nurse Assistant	91.01	274.43	274.43	91.01	91.01	30.06	3	0.527
Licensed Practical Nurse	91.01	274.43	274.43	91.01	91.01	30.06	7.2	1.055
Days							7.2	1.055
Night							8.15	0
Certified Nurse Assistant	87.67	241.3	241.3	87.67	87.67	25.05	4.4	0
Licensed Practical Nurse	87.67	241.3	241.3	87.67	87.67	25.05	3.75	0
Page Totals							28.43	2.707



## Get the information and insight you need — when and how you need it

All payroll data is readily available through intuitive, highly configurable standard and ad-hoc reporting. Built-in tools make it simple to modify standard reports and to sort, group, filter, or customize report content for any time period.

Perfect Paycheck Analysis provides an at-a-glance summary of your total payroll liability, a comparison of this week's total payroll to the previous week's, and a rolling 12-month view trending total labor and expense changes. This report helps ensure calculation of the perfect paycheck, while offering insights to inform next year's budget planning.

## Manage payroll complexity and make changes with ease

With our payroll solution, you can easily manage and modify deduction and earning codes, direct deposits, tax jurisdictions, and other payroll elements so payments always reflect the latest information. View and edit employee payroll information individually or as a group using the mass edit feature. Change rates at any time during the pay period. And process employee wage garnishments — even those involving different forms and multiple state requirements — with optimal timeliness and efficiency.

## Empower employees with a convenient mobile app and self-service tools

Our HCM solution gives employees on-demand access to payroll information, including pay stubs and earning histories, through an easy-to-use mobile app and online self-service tools. Self-service also lets employees change direct deposit details, update W-4 forms, and even print W-2 forms. These tools empower employees to find and update information on their own so overworked administrators can focus on other tasks.

## Minimize legislative and tax compliance risks

Our payroll solution's year-end processing helps your organization close out the tax year in compliance to avoid fines and penalties. It accurately completes gross-to-net calculations and provides all the information you need to complete and file taxes. Easily create the standard annual reporting forms needed to meet IRS requirements. Receive automatic legislative updates, including the latest tax tables, to make sure employee withholdings are always accurate. And use the general ledger (GL) interface to export payroll information to your accounting system in the proper GL format.

The screenshot shows the 'Payroll Prep' interface for a 'Weekly Pay Cycle Regular 08/06/2018'. It features a checklist of tasks, each with a checkbox and a 'Not Completed' status indicator with a refresh icon. The tasks are: 'Go To Time Prep', 'Sync Time', 'Add/Edit Batches', 'Add/Edit Pay Statements', 'Sign-Off Open Alerts', and 'Check Your Totals'. The 'Sync Time' task includes a sub-item '07/30/2018 - 08/05/2018 ( Weekly Pay Cycle ) : Sync Was Not Performed'. The 'Sign-Off Open Alerts' task shows 'There are NO unresolved payroll alert(s)'. At the top right, there are 'Refresh' and 'Payroll Quick Links' buttons. The title bar includes a back arrow and 'Payroll Prep'.

*The Payroll Process Screen lists all payroll-related functions and walks you through each step in the right order to keep the process on track.*