HRS is designed to simplify the process of maintaining all personnel and payroll information. A single source for this data is provided, eliminating redundant input and allowing the user to maintain, process, and report all related information in a timely, effective manner. The extended personnel system provides an integrated facility to maintain information relating to position control, professional and administrative certification, and employee education.

User profile records allow the system to be "tailored" to an employer's individual requirements, providing flexibility in establishing the various components of each employer's information base, such as: employment codes, location codes and descriptions, earning codes and descriptions, deduction/benefit codes, and leave accrual tables. Individual state retirement calculation and reporting requirements are supported by HRS along with any applicable federal, state and local withholding tax routines.

Multiple payroll cycles are supported with the necessary payroll control information for each cycle being maintained on a single screen. Processing for multiple regular, recurring, and one-time additional pay components is provided. The system processes salaried and unit paid employees in a single payroll run and utilizes exception processing to minimize input requirements.

The ability to establish various leave accrual plans including sick leave and vacation is supported and provides automatic leave accrual and attendance tracking through a leave accounting system. A calendar view inquiry program is supplied to assist management in monitoring attendance for an individual. This view provides the ability to see absence trends for an employee.

A labor distribution facility is included which will distribute an employee's earnings and benefits to appropriate expenditure accounts. Payroll distributions (along with payroll liabilities) are interfaced to **alio**'s Financial Accounting System (FAS) allowing personnel costs to be posted to the employer's accounting system for timely, accurate accounting and analysis.

HRS incorporates comprehensive history data for earnings, deductions, distributions, and position histories associated with payroll and personnel functions.

Extensive management and technical reporting is provided. The reports are designed to verify accuracy and enhance auditing and analysis. Reports are readily generated from standard menus. The system also provides a wide range of operational reports including personnel directories and employee labels. All personnel and payroll information is integrated into one database in HRS, eliminating redundant input. A single source of personnel and payroll information is provided, allowing the user to maintain and report all related information in a timely, effective manner.

Personnel Administration

The extended personnel applications provide position control, teacher and administrator certification, and employee education modules.

The personnel applications allow you to enter and report on employee demographic data, experience, evaluation data, certifications, endorsements and education. The personnel applications provide users with a method to effectively manage the costs and processes related to personnel.

> Maintain employee information such as employee reviews, certifications, credentials, and employment history
> Perform wage analysis and EEO reporting
> Administer health and safety information and monitor required tests
> Audit trail for all employee changes
> Ability to use either a system assigned employee number or a manually assigned employee number, the social security number is tracked in a separate field
> Multiple earnings per employee and different earnings rates per job
> Direct deposit - with multiple deposit locations per employee - distributed by % or amount
> Automatic generation of earnings information from contract amount
> Ability to maintain docking rates per earning and dock from either leave or pay
> Dependent information maintainable for each dependent
> Ability to distribute gross pay to multiple accounts by % of total or with each individual earning
> On-line inquiry to earnings and pay history, account distribution history, individual check data
> Federal W2 and state magnetic media and print verification.
> Track Highly Qualified Teacher training, on-going education and requirements
> Track points or credits earned for each area

Benefits Administration

A deduction / benefit master record identifies each deduction and benefit. This record includes data elements such as description, dollar amounts or percentages, calculation sequence, check print sequence, and the general ledger account number for automatic posting of payroll expenses and liabilities.

HIGHLIGHTS:

> Variable number of benefits and deductions per employee with effective dates
> Multiple plans per benefit/deduction codes
> Define coverage and plan contribution types, including cafeteria plans/Section 125
> Incorporate taxable income from excess life insurance (group term life)
> Manage premium changes at the plan level, controlled by effective dates, the system controls when to turn the new rates on and the old rates off, for all employees registered to that plan

Leave Administration

HRS provides automatic leave accrual and attendance accounting through its leave accounting system. Various sick, vacation, and other leave accrual plans can be established in the Employee Leave Profile for different groups of employees. Management reporting and inquiry programs are available to monitor attendance.

HIGHLIGHTS:

> Track accrued, eligible, and used and current leave balance

> Enroll eligible employees in time accrual plans when they are added to the system

> Multiple leave codes with multiple plans and eligibility per leave code

> Transfer employees and their balances from one plan to another

> Track FMLA related leave and associated dates

> Sick leave bank donations and tracking

> Print employee balances on pay stubs

> Limit the number of accrued and eligible hours in an employee's balance

> Calendar view of employee absences, by absence type, to track absenteeism trends

CMT COMPUTER MANAGEMENT TECHNOLOGIES

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