

# PAIE and GRH

## Employee remuneration Module

### ADVANTAGES AND BENEFITS

- *Integrated environment*
- *Made-to-measure solution*
- *Close relationship with outside organizations*
- *Constant evolution*
- *Robust technology*

The employee remuneration Module PAIE & GRH is a computerized payroll system. It was conceived in response to the particular needs of school boards to manage the remuneration of employees.

Moreover, the Société GRICS offers the possibility of integrating, in the employee remuneration Module PAIE & GRH, different payroll productions available as modules :

- Human resources management (GRH)
- Complementary functions :
  - File and occupation generator
  - Employee schedule
  - Applications
  - Positions management
  - Staff planning
  - Assignment sessions
  - Salary mass follow-up
- Follow-up of absences
- Personal data management (GDP)
- Redeemable fringe benefits management (GASM)
- PAIE complementary functions to the Employee remuneration Module
- Decentralization and more
- Oversize-class management software (GDE)
- Pay verifier
- Secured access
- Electronic forms and pre-approval

### Intended clientele

- Payroll, human resources and financial resources personnel



## Main features

### **System use**

During processing, the work station is always at user disposal so that he or she may work in other applications.

The employee remuneration Module PAIE & GRH was developed so that several users could work simultaneously in different areas of the system.

### **Processing mode**

The use of interactive mode allows access to different parts of the system for modifying, creating or simply consulting information and launching large operations.

### **Flexibility of the system**

In order to offer more flexibility to users, the data associated with the most frequent changes or data that is common to several employees is defined in tables.

Moreover, each organization may obtain a breakdown of the salary mass as well as of payments and deductions, as necessary.

### **Security**

Each screen in the system is controlled by the system administrator. The system administrator authorizes consultation or modification access per screen for each system user.

A set of access rights may be determined and applied for a group of employees. The security management features in the PAIE & GRH are identical to those of the systems DOFIN, ACHAT and GPI.

## Remuneration management

Due to the complex remuneration process of school boards governed by various collective agreements and the requirements of various educational institutions, the employee remuneration Module PAIE & GRH is a complete system that has multiple advantages.

The employee file is managed entirely in interactive mode. It is possible at all times to create a new file or modify file information.

Absence management is done automatically. It complies with the different collective agreements while allowing adaptation to local agreements.

The system's tables define the organization's particular data (payments, deductions, etc.) and the parameters for legal deductions. As well, the employee remuneration Module PAIE & GRH offers the possibility of validating budgetary postings in the financial management system.

The calculation of pay responds to the requirements of the collective agreements concerning remuneration. After the calculation of pay, the information used as well as the salaries and deductions are saved in different histories (payments and deductions, jobs, absence, changes and employment insurance histories). These are accessible at all times and used in various annual operations.

The employee remuneration Module PAIE & GRH allows for direct deposit of salaries as well as computer exchanges with the insurers SSQ, Industrial Alliance, La Capitale and la Personnelle-vie as well as with CARRA, Revenue Québec and Revenue Canada (Relevé 1, 2, 3, T4A, T5 slips), the Bank of Canada for payroll savings and HRCDC for pay vouchers.

The employee remuneration Module PAIE & GRH allows automatic cancellation of pay cheques. This operation performs all the necessary corrections and provides accounting information and the cancelled cheques to the financial management system developed by the Société GRICS called DOFIN.



A tool extremely appreciated by our customers, the « test » environment makes it possible to carry out simulations in the pay files, without affecting the actual data bank. It may be used as a reference tool in the analysis of individual cases or for the evaluation of the impact on a group or all employees.

***PAIE et GRH***  
***A system on the cutting edge of technology***

Multiple operations are offered in the employee remuneration Module PAIE & GRH. Among these are those that allow school boards to manage the remuneration of different categories of employment in conformity with the collective agreements. Massive salary changes, including step increases and indexation, as well as retroactivity calculation are available. Furthermore, the processing of redeemable sick-leave banks as well as the generation of the 3/2600 adjustment for teachers during the first year of salary insurance are operations in keeping with the collective agreements.

Annual productions required by the Ministry of Education, Leisure and Sports (MELS) of Québec are also included, such as the extraction of various data on the personnel of school boards and transmitting it to the Ministry of Education, Leisure and Sports (MELS) (PERCOS).

Finally, annual operations available allow the processing of certain data for printing legal reports, fiscal sheets, annual statements for CARRA and the annual CSST report. Another automatic function manages the employment records of all categories of employees working for school boards in conformity with Human Resources Competence Development of Canada (HRCDC).

Printing data is easy using ACCESS or CRISTAL REPORT etc. due to its standard format.

All these advantages make the employee remuneration Module PAIE & GRH an essential tool perfectly adapted to the various remuneration requirements of school boards.



For more information please visit our Web site at [www.grics.qc.ca](http://www.grics.qc.ca), or communicate with Customer Service at (514) 251-3730 or by e-mail at [info@grics.qc.ca](mailto:info@grics.qc.ca).