

# PAIE and GRH Decentralization and More

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## ADVANTAGES AND BENEFITS

- *To improve the quality of data entered*
- *To reduce processing time*
- *To simplify data entry*
- *To access information directly*

**T**he Société GRICS offers its users new PAIE and GRH functions:

- the decentralization of payments and absences entry
- Automatic exemption of group insurance rates
- Issue of personalized messages on cheques
- Advance and recuperation control
- Electronic transfer of RRSP deductions
- Batch updating of data
- Request for information report
- Work organizer

## Intended clientele

- Payroll, human resources and financial resources personnel
- Administrative and management personnel of service centres, elementary and secondary schools, vocational training centres, adult education centres, day care services and personnel of the administrative centre



## Main features

### ***Decentralization of operations***

This function allows for the decentralization of payments and absences entry, file access and the production of certain lists in service centres or workplaces.

From a performance viewpoint, decentralization offers workplaces and service centres:

- **Access to information in employee files**

The ability to offer administrators situated outside of the administrative centre the desired degree of latitude depending on the privileges you allow them.

- **Modification of specific nominal data in the file**

Allow the modification of data in the file by limiting it to specific nominal entries.

- **Decentralization of payments and absences entry**

The ability to apply any level of decentralization depending on the needs of your organization.

### ***Wage slip payments***

The Decentralized piecework payments window was developed taking into account the concept of decentralization.

- **Service centre and workplace personnel support**

By specifying the types of payments allowed, you reduce the amount of data entries and assure the quality of information.

The types of payments offered can be adapted to the type of workplace, reducing the input workload for school personnel.

- **More flexibility**

The list of decentralized payments provides detailed information facilitating the consultation of recorded payments.

One option allows repetitive payments taking into account holidays and pedagogical days in the school calendar.

- **Payment information generation**

For the workplaces, the data entries of payments are minimal and known by the personnel. Legal information, payment mode and budgetary accounts are automatically generated.

### ***Absence generators***

The Absence generator screen has been adapted with decentralization in mind. The function modes available can be used to set the level of decentralization desired by the administrative centre.

- **Real mode**

The absence generators submitted by a workplace are processed as is – no authorization is required.

- **Deferred mode**

The absence generators for which reasons require authorization must be reviewed and authorized by the administrative centre.



## ***Lists available***

Specialized lists are also available for the organizations that use the Decentralization function:

- **Authorization of payments issued**

An administrative list for the authorization of payments issued during a period.

- **Confirmation of payments**

A confirmation list of payments to be issued that could be given to the employee.

- **Authorization of declared absences**

An administrative list for the authorization of employee absences for a period.

- **Absence attestation**

A list to be signed by the employee attesting an absence.

## ***Other lists***

Certain other lists allow the service centre and workplace administrators access to information concerning their employees:

- Control list of payments and absences
- Employee directory
- Occupation directory
- Bank of days statements
- Payments and deductions history
- Account distribution history

## ***Decentralization : a prerequisite***

The decentralization tables have to be set up in order to use the Schedule module and the electronic forms for time sheets, absence reports and expense accounts. Only a minimum installation of the decentralization tables is required so that GDE can be used.

## **Decentralization in the payroll**

### ***Phase 1 – Preparation***

- Analysis of the situation (1 day)
- Meeting with the committee responsible (3 days)
  - Planning
  - Training
  - Analysis of budgetary structure
- Preparation of tables (7 days)
- Review with committee responsible and installation (1 day)

### ***Phase 2 – Experimentation***

- Presentation to experimenting school administrations (0,5 day)
- Training of users of the administrative centre (1 day)
- Training of experimenting institutions (3 days)
  - one group from elementary schools
  - one group from secondary schools
  - one group from adult education centres and vocational training centres
- Report on experimentation and adjustments (2 days)

### ***Phase 3 – Implementation***

- Training of non-experimenting institutions (3 days)
  - group of 10 participants from elementary schools
  - group of 10 participants from secondary schools
  - group of 10 participants from adult education centres and vocational training centres

**Note :** *These activities are mentioned for information purposes only and may vary according to the needs of the clientele.*

## Other functions

The Decentralization and More module contains seven other functions. These functions were designed to meet the needs of the payroll, human resources and financial resources departments.

- ***Automatic exemption from group insurance rates***

This automated function allows detection of any cases for exemption from insurance rates that are automatically charged and exempts them.

- ***Issuing of personalized messages on cheques***

This flexibility offers you the choice of issuing a general message or a personalized message on an employee's pay cheque or voucher.

- ***Advance and recuperation control***

The addition of a section to the file allows acquiring an accounting sheet of advances and recuperation done for an employee and assisting in controlling these activities.

- ***Electronic transfer of RRSP deductions***

An electronic exchange between your school board and the QFL *Fonds de solidarité* is available for RRSP deductions.

- ***Batch updating of data***

From a data file, you are able to massively update the information in the following sections of the files :

- Banks of days
- Occupation
- Occupation history

- ***Information request – Pay registry***

The statement of employment records issued by the system PAIE and GRH provides the necessary information for completing the Request for Information form – Pay registries requested by Human Resources Development Canada (HRDC).

- ***Work organizer***

This tool allows you to defer the execution of the various pay cycle operations.

***PAIE - DECENTRALIZATION AND MORE  
A solution adapted to your needs***

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).