

# PAIE and GRH

## File and occupation generator

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### ADVANTAGES AND BENEFITS

- ***Quick and secure creation of files and occupations***
- ***Reactivation of inactive occupations***
- ***Prevention of errors and omissions of information***
- ***Assurance of valid and consistent data***
- ***Saving and issuing of the current rules and regulations***

**A**n employee file contains a variety of information which must be completed, while observing certain rules. The module *File and occupation generator* allows for the quick creation of new files and occupations based on models containing default values.

This module also performs the reactivation of inactive occupations that already exist in the employee file.

An easy-to-use, quick and secure tool for personnel of not only the administrative centre but of the management centres as well, from a decentralization perspective.

### Intended clientele

- Payroll and human resources personnel
- Management centres and administrative units, if authorized

## Main features

### **File and occupation models**

The module *File and occupation generator* uses models to create new files and occupations as well as to reactivate inactive occupations. The person responsible creates models in a *PAIE and GRH* table. Each model is identified by a code and a description and includes default values. When the module is installed, more than 140 models are created. They can be revised and adjusted by the person responsible.

The models allow you to create default values for the following activities in the employee file :

*Administrative information, Legal information, Insurance computerized billing, Banks of days, Occupation, PERCOS data, Anticipated change, GL account distribution, Fringe benefits and Redeemable fringe benefits.*

The person responsible may create as many models as required. It is not necessary to enter values for all the data of a model. On the other hand, the validity and consistency of the values entered are verified before being recorded in the file.

This module also allows you to record comments pertaining to a model so as to remind future users of certain administrative procedures to be conducted after creating a file or occupation. Also, an indicator enables the person responsible to ensure that any file or occupation created on the basis of a model is obligatorily reviewed by an authorized person before being processed in the pay calculation.

### **Model Particulars**

The addition of a new occupation in an existing file may require that certain basic file data be updated, such as the field *Algorithm of regular teachers* in the section *Legal information*. One of the options of the model enables you to specify if, in this case, the existing value in a field should be replaced by that of the model.

If the administrative unit of the budgetary account in the *GL account distribution* of the model has three asterisks, they will be replaced by the workplace, when creating the occupation.

Also, options allow you to specify if the module *Installation of banks, unions and pension plans* should or should not be used to generate certain values in the file.

On the other hand, selection criteria limit the use of a model according to the type of user : personnel of the administrative centre, units or management centres. It is also possible to limit the use of these models to the establishments concerned. For example, the elementary and secondary schools could have access to the *Substitute* model, while the centres from the adult sector would not.

### **File Creation Based on a Model**

With the *File and occupation generator*, the services and the establishments benefit from an efficient tool to signal the arrival of a new employee or the adding of a new task to an existing employee.

To create a file on the basis of a model, the user first completes the section *Identification* in order to enter an individual's personal information. Subsequently, using the tool *File and occupation generator*, a user enters the model to be used and then, if authorized, completes it by specifying the personal employment data, such as the classification and salary conditions.

The values in the file are generated provided that all the information is valid. The warning or incoherency messages issued may be consulted from the sub-screen *Search*. Comments related to the model are also included as well as the indicator of the files to be revised. Incoherency messages must be reviewed by the authorized user so that a file or occupation may be processed in the pay calculation.

### **Reactivation Based on a Model**

This function applies to automatic as well as to wage slip occupations. The organization maintains as active, in the employee file, only those occupations that are in service during the budgetary year.

Thereafter, as contracts or hiring agreements are renewed, central office and local administrators reactivate employee files using *File and Occupation Generator*.

***PAIE AND GRH - FILE AND OCCUPATION GENERATOR : An effective tool designed to increase productivity and quality of data***

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).