

PAIE and GRH - Complementary functions

ADVANTAGES AND BENEFITS

- *Productivity tools*
- *Flexibility and choice of processing situations*
- *Verification of rules in collective agreements*
- *Control of operations with financial impact*

In a context where organizations must do better and more with fewer resources, the automation of various specific operations, which seemed unnecessary before, have become indispensable today.

We are offering complementary functions for your system PAIE et GRH.

- Automatic installation in the files of banks of days, union and pension plan codes
- Correction of account charges transferred to the financial management system
- Daily control of substitution payments
- Replacement personnel/Employees replaced reconciliation

Intended clientele

- Payroll, human resources and financial resources personnel



Main features

Automatic installation in the files of banks of days, union and pension plan codes

The collective agreements give employees several types of fringe benefits. Considering the financial impact of these benefits, the administrator must ensure the accuracy of the information entered in the file. This function assists you in managing information contained in the files concerning banks of days, unions and pension plans.

Banks of days

- Creation of banks upon hiring
- Evaluation of days allotted in the « redeemable sick-leave », « nonredeemable sick-leave » and « vacation » banks as well as other banks to which the employee is entitled
- Re-evaluation of allotted days taking into account changes in employment condition

Union and pension plan

- Automatic entry of codes according to characteristics of employment

The processing methods used ensure the necessary flexibility for the smooth functioning of your operations.

- In interactive mode, for the creation of a file or the revision of information in an existing file
- In batch mode, for a general revision of all the files of your organization

The quality of information recorded in the file is also assured since the function applies the appropriate operations to different categories of personnel.

Correction of account charges transferred to the financial management system

Despite all the validations executed on the budgetary accounts in PAIE and GRH, several administrative situations will warrant that manual corrections be made to the data in the payroll and financial management systems :

- remuneration payment to the wrong budgetary account;
- change in budgetary account coming into effect in the current period.

This function allows the automatic generation of transactions that will regulate the data in these systems.

On request, this function revises the charge executed and generates new transactions :

- Wage slip payments to correct the « remuneration » portion
- Miscellaneous deductions to correct the « employer portion » expenses.

The processing of these transactions by the pay calculation re-establishes the accuracy of the accounting information in PAIE and GRH and your financial management system without any effect on the employee pay slip.



Daily control of substitution payments

Substitution payments represent a large percentage of the periodic transactions of a payroll period.

To simplify verification, the «daily control» function allows you to obtain a reconciliation of substitute payments registered and/or transferred to the file of your occasional substitution personnel.

It therefore analyzes the files according to the following four criteria governing occasional substitution :

- The total amount paid for substitution is greater than the daily maximum.
- The daily maximum is not paid but at least three periods of more than 60 minutes were worked at the secondary level.
- The daily maximum was not paid but more than 210 minutes were worked.
- The payments made according to the number of minutes worked does not respect the substitution salary scale in the collective agreement.

This production is part of the Pay Cycle menu and adds to other pre-payroll productions.

Replacement personnel – replaced employee reconciliation

The replacement of personnel constitutes year after year a major file for school boards. Ensuring the consistency of information between the replacement personnel and that of the employee replaced constitutes a major challenge.

The function assists in effecting a reconciliation between replacement personnel and personnel replaced.

Long-term replacement

Generally, replacement personnel is paid automatically. You may enter information relative to the replaced employee in the file of the replacement employee. This function assures an inter-file consistency by issuing messages in an interactive mode.

Occasional replacement

To maintain this type of replacement, which is paid by piece, an operation assures inter-file consistency. The verification performed may deal with the following aspects :

- Reconciliation of payments for replacement and the absence of the employee replaced
- Verification of the operation structure of the recorded budgetary accounts
- Verification of the expenditure of the replacement budgetary account

PAIE AND GRH - COMPLEMENTARY FUNCTIONS

Tools designed to increase productivity



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