

Performa

ADVANTAGES AND BENEFITS

- ***Internet services available to employees at all times***
 - ***Salary statements***
 - ***Declaration of absence***
 - ***Attendance sheet***
- ***Lightening of workload for secretarial staff***
- ***Reduction of costs linked to production and archiving of forms***
- ***Integration of transactions in an electronic workflow***
- ***Follow-up, verification and control of transactions***
- ***Coherence between replacement and absence***

The module's first component allows the employees to consult the history of their salary statements and to enter a declaration of absence or an attendance sheet. The employees operate in an Internet environment where they can monitor the transactions that are processed or awaiting processing.

The second component, the approval, is used to forward the transactions that have been entered so that the individuals responsible can verify them, approve them or not and follow up on them. The persons responsible, whether secretaries and directors of management centres or employees in the payroll department, operate from PAIE and GRH.

The third component, the transactions record, produces a spreadsheet containing transactions data accessible to the user for calculation. The user can track and if necessary modify and print out the data in this record.

The availability of the electronic forms and the control of the workflow of transactions for approval are managed in PAIE and GRH.

Intended clientele

- Employees who have an Internet access in order to view and transmit the data concerning their remuneration.
- The individuals responsible for the approval and processing of the employee transactions, whether from the administrative centre, a service centre or a management centre.



Main features

Via the Internet, the employees can access the site by entering a user code and a password. They can view their salary statements, declare absences and their hours or periods worked.

The view facilitates the conciliation of the information to be transmitted; the employees can obtain their previously-issued salary statements as well as the absences and payments entered in their PAIE and GRH file.

The *Performa* module provides a framework for the processing of transactions, from the initial entry to the final approval. First, the payroll department defines the required steps: the entry, the verification and the approval.

Furthermore, *Performa* uses a new activity, the *Follow-up of transactions*. This activity provides an overall view of the transactions awaiting calculation in the files and allows the users to take massive or individual action. For example, the users could approve and print the Attestations of absence for selected transactions.

Internet services linked to PAIE and GRH

The Internet component makes the most of the services affiliated to the PAIE and GRH functions. These can be used for the viewing, display, validation and processing of the form's data in accordance with the information recorded in the employee's file and the rules established in PAIE and GRH. Thus, the modifications entered in the PAIE and GRH tables and files immediately affect the information and options displayed as well as the validation rules for the Internet services to the employees. Furthermore, using the services affiliated to the PAIE and GRH functions ensures the integrity and confidentiality of the data by putting access mechanisms to the system's tables out of the reach of intruders.

On-line assistance to users

The integration of the PAIE and GRH database and the Internet services provides a framework for the employee who enters data using an electronic form. Using any workstation having a Web interface and an Internet access, the employee enters the site by specifying a user code and a password that link them to their file. Following this, they enter the required data in a pre-identified form in which the choices offered take into account the information already in the file and the rules established by the tables in the PAIE and GRH environment.

Loading the Internet transactions in PAIE and GRH

In the PAIE and GRH environment, a specific function for the loading of Internet transactions processes the forms transmitted by the employees. It allows the management centre or the payroll department to refuse or accept the declarations of absence and the requests for payment from an employee. The production, *Loading of Internet transactions*, offers the possibility of returning to the employee a communiqué advising them of the status of their request. The communiqué can contain the pertinent comments that will have been added by the management centre or the payroll department.

Approval

The approval of payments and absences can be activated with a specific option, thus introducing the notion of step-by-step processing of the transactions awaiting calculation.

The PAIE and GRH activity *Workflow engine* allows you to establish, within your organizational structure, the approval steps required by the different types of transactions, to define the roles and to associate to these the user codes of the different individuals involved.



The approval can be entrusted to different individuals such as school/centre directors and the payroll department. An organization could, for example, decide that the transactions entered by the secretarial staff of a school/centre are only processed by the pay calculation once they are approved by the school/centre director. Another organization could implement a model in which the transactions entered in the school/centre become immediately accessible to the calculation following the approval by its secretarial staff.

Tools available in PAIE and GRH

The *Follow-up of Internet transactions* activity becomes the processing centre for the payments and the absence generators to be calculated. The *Follow-up of Internet transactions* can be used to create filters to write out the transactions awaiting calculation into a file. Then, the user can approve, print the series of selected transactions. The *Follow-up of Internet transactions* detects the incoherences between the payments made for substitutions and the absence of the replaced employee. This activity becomes the transactions processing center. Using a filter, the person responsible for data capture (data entry) calls up a spreadsheet concerning transactions he has identified. If necessary, he can modify this transactions data. He can choose the transactions to print based on absence declarations and payment confirmations. As well, he can consult the approval data concerning previous pay periods and print the lists of Authorized Declared Absences and Authorized Payroll Disbursements.

The activity *Configuration of forms* is used by the payroll department, from PAIE and GRH, to manage the authorizations of access to electronic forms. The access is managed by occupation, place of work and status of engagement. Plus, the payroll department can determine which reasons for absence an employee can enter in the Internet form *Declaration of absence* and which types of payments are permitted through the Internet form *Attendance sheet*.

The activity *Control panel* presents, for each workplace, the cumulative of the transactions in circulation. Thus, the payroll department can ensure that the transactions awaiting calculation were in fact approved.

Characteristics

For the viewing of salary statements as the only option used in *Performa*: no module is a prerequisite.

To use the Internet forms *Attendance sheet*, *Declaration of absence*, the complete installation of the *Decentralization and more* module is a prerequisite.

Approval

To use the *Approval*: the complete installation of the *Decentralization and more* module is a prerequisite.

The *Internet* component of the *Performa* module is not a prerequisite to using the *Approval* function in PAIE and GRH.



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