

## SCHOOL ERP PRO

# Payroll and Benefits Management



## ENHANCE DECISION-MAKING

Evaluate compensation strategies against budgets for better planning and performance.



## SIMPLIFY REPORTING

Quickly and easily generate required state and federal reports.



## STREAMLINE WORKFLOW

Address your complex needs and unique challenges with easy-to-use tools.

With Tyler's School ERP Pro Payroll and Benefits Management module, you can optimize the processes around your district's employee payroll and benefits administration, evaluate compensation strategies against budgets, and fulfill required reporting such as state retirement and federal W-2s.

## CALENDARS

- Pay cycles including weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, and annually
- Work calendars: contract days and holidays
- Automated late start and termination gross pay calculation

## POSITION CONTROL AND INVENTORY

- FTE-controlled and non-controlled positions
- Work agreement positions
- Timecard positions with assumed hours for streamlined, exception-based time entry
- Timecard positions with positive time entry
- Deduction and leave control per position

## SALARY SCHEDULES

- Work agreements and hourly amounts
- Flexible row and column assignments
- Mass position movement
- Automated position movement
- Budgeting and retro pay processing projection area

## DEDUCTIONS AND BENEFITS

- Fixed amounts, percentages, and maximums
- Mass deduction changes
- Scheduled deduction changes
- ACH payment option

## TIME AND ATTENDANCE

- Track time worked for timecard positions
- Enter time records at each school site with workflow for approval and routing into payroll
- Interface with electronic time clock systems to automate time entry
- Provide overtime options
- Set up multiple leave plans with granted leave or accrued leave
- Dock employees when leave plans are overdrawn
- Calculate compensated absence liabilities

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## PAYROLL PROCESSING

- Payroll computing by employee groups
- Pre-payroll reports
- Automated invoices for payroll benefit providers
- Integrated with the School ERP Pro Garnishment module

## PAYROLL ENCUMBRANCE TRACKING

- Gross pay
- Benefits
- Pre-encumbrance tracking for vacancies
- Vacancy savings report after each pay period

## FULLY INTEGRATED REPORTING

School ERP Pro offers user-friendly and unlimited ad hoc reporting with grid listings throughout the application, as well as Info-link — an easy-to-use ad hoc reporting tool. More than 400 pre-formatted standard reports are also included. All of these standard reports can be reviewed online, printed, emailed, or exported to Microsoft® Word, Excel®, TXT, or PDF formats. Standard payroll and benefits management reports include:

- |                              |                        |                           |
|------------------------------|------------------------|---------------------------|
| • Affordable Care Act report | • Form 941 summary     | • Pro forma               |
| • Attendance sheets          | • Fund totals          | • Quarterly accumulations |
| • Compensated absences       | • Gross pay            | • State retirement        |
| • Compensation statements    | • Journal totals       | • W-2 processing          |
| • Deduction register         | • Labor summary        | • Workers' compensation   |
| • Direct deposit listing     | • Multiple worksite    | • Unemployment            |
| • Employee hours worked      | • Payroll distribution | • Vacancy savings         |
| • Employee leave plans       | • Payroll journal      | • 403b retirement         |

## EMPLOYEE HISTORY

- Position
- Pay
- Leave
- Deductions
- Contacts: employee communications with payroll