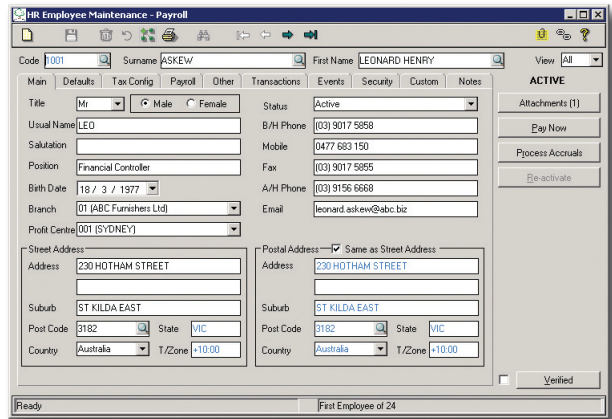


The most important business function for organisations of any size is running a prompt and accurate payroll. The flow-on effects of payroll errors can have a crippling influence on stability at both the workforce and macroorganisational level. Businesses using Greentree can totally ensure this stability by utilising Payroll for Greentree. This module extends its capability beyond reliable pay calculation to provide management with reports and breakdowns on payroll cost, human resource attributes and overall organisational capability.



Key Benefits

Easy Payroll Processing

Pays are calculated automatically from the contract, templates and transaction types defined for the Person. Naturally, Payroll for Greentree caters for many forms of remuneration, and can also split payments between cash, cheque or direct debit accounts. Manual payments, outside of the automated payroll cycle, can be easily processed and tracked for post-processing adjustments and termination payments.

Templates

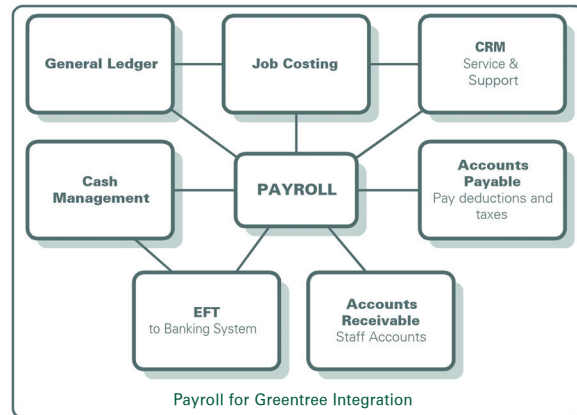
Payroll for Greentree cuts down on payroll processing time by allowing users to apply templates to each individual employee's record. These templates are simple to establish and automatically calculate all relevant employee deductions and employer contributions that are recurring, such as Medical Insurance, Superannuation (including voluntary), Union Fees or any other repetitive items.

Extensive Reporting

Payroll for Greentree comes with numerous standard reports that provide the necessary analysis and insight required by most organisations. Most of these reports are generated by Greentree's built in report writer, which can be changed by the user if required. Pay Summaries are a unique feature of Greentree, where unlimited user definable categories and summaries can be created and used to analyse your payroll hours and amounts. Other reporting tools, such as Excel, Access, Crystal Reports or ODBC can be used for additional reporting.

Fully Integrated

Payroll for Greentree is fully integrated with the complete Greentree financial system. Pay costings can be charged to any General Ledger account, either in detail for a high level of information within the General Ledger, or in summary for confidentiality. When Greentree's Job Costing module is in use, payroll costs can be directly charged to jobs using either actual or standard costing with optional overhead recovery. Payroll for Greentree can also be used totally stand alone as well.



Leave Accruals

Payroll for Greentree manages and reports on all forms of accrued leave, including annual leave, sick or long service leave, bereavement or special leave and public holidays. Each leave type has user definable rules to determine how much leave accrues and how often it accrues. Accrual rules can be defined at a global level, contract or group level or even down to the individual employee. Payroll for Greentree provides a unique reporting and tracking of each leave type. Where most systems simply maintain a running accumulator of hours available, Greentree provides a full statement for the employees entire work history, so the current leave balance can be fully audited and verified by both the employer and the employee.

Contracts

Whether pays are governed by an industry or enterprise contract, an EBA, or even an individual contract, the maintenance of pay rates is a simple process. Each contract can have unlimited classifications and pay rates and can be applied to multiple people. Contract rate changes have effective dates allowing changes to be setup in advance. Alternatively, an individual rate or amount can be applied to each person.

Attachments

The attachments feature in Payroll for Greentree further enhances HR manager's ability to fully maintain employee records. Hard-copy documentation such as employee resumes, accreditations or sick leave certificates can be attached to individual records, making them readily accessible in the future.

Function Security and Data Security

Payroll information is one of the most sensitive sets of data collected by any organisation and access to this information must be strictly controlled. This requires a highly customisable security structure, and Greentree has the most sophisticated yet easy to use system. Not only can you set the security access to the various payroll screens, but you can also set security down to individual employees data. For example, executive employee records can be secured to a higher level than general employee records, if desired. These security restrictions are also respected in all reports.

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