Greentree®
PRIMED FOR BUSINESS

LEAVE PLANNING
EMPLOYEE DEVELOPMENT
PAYROLL
HR MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY
RECRUITMENT
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HR MANAGEMENT
LEAVE PLANNING
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EMPLOYEE DEVELOPMENT

## KEY BENEFITS

· Easy payroll processing
· Templates
· Extensive reporting
· Fully integrated
· Leave accruals
· Contracts
· Attachments
· Function and data security

A critical and challenging 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 across the business.

Using Greentree Payroll* can ensure workforce stability. Payroll extends its capability beyond reliable pay calculation to provide management with reports and breakdowns on payroll cost, human resource attributes and overall organisational capability.

### Easy payroll processing

Pays are calculated automatically from the contract, templates and transaction types defined for the Person. Naturally, Greentree Payroll 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

Cut 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.

## Fully integrated

Greentree Payroll 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. Greentree Payroll can also be used totally stand alone as well.

## Leave accruals

Manage and report 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. 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 Enterprise Bargaining Agreement (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 Greentree Payroll further enhances the HR manager's ability to maintain comprehensive employee records. Hard-copy documen-tation such as employee resumes, accreditations or sick leave certificates can be attached to individual records, making them readily accessible in the future.

## Function security & 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.

## Payroll Analytics

Greentree's Payroll software provides a powerful employee analysis report generator to allow you to create your own payroll data analysis by creating report definitions that can be run against your payroll data. The data in the report can be derived from accumulators or transaction types that have been established in your payroll system.



"Greentree's integration, and specifically having a fully integrated payroll system, has been invaluable. I now know that all relevant costs are being captured and allocated against jobs."

**Beth Borzi,** Administration Manager, Airfirst

## Extensive reporting

Greentree Payroll 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 designer, 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.

# PREROGATIVE
Greentree ERP System Specialists

For more information about
**Greentree & ERP Software**
please get in touch:

info@prerogative.co.uk
0870 752 2971
**www.prerogative.co.uk**



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