Payroll

Payroll in Microsoft Dynamics GP – Canada

Streamline data entry. Simplify employee record setup for complex or changing payroll situations by quickly entering an unlimited number of pay codes, deductions, and benefits when setting up a new employee record.

Make pay day convenient for your employees. Provide employees with fast, reliable, and confidential direct deposit of payroll cheques with the optional Payroll Direct Deposit component.

Manage your payroll more effectively. Increase your flexibility and gain more control over your payroll information, keeping track of it easily and maintaining a comprehensive, up-to-date perspective on your payroll expenses.

Streamline your payroll and enable your staff to manage complex and changing payroll situations quickly and accurately. Payroll in Microsoft Dynamics™ GP – Canada empowers you to offer better answers more quickly to employee questions about personal, financial, or payroll cheque information. Secure, flexible direct deposit provides multiple disbursement options without increasing your overhead costs.

Collect, review, and approve timesheet data with online self-service options that are delivered through a personalized Web portal. Automated payroll processing helps eliminate many routine transactions, freeing staff to focus on higher priorities.

Comply easily with government requirements by producing government reports—such as year-end T4 reports and other tax statements—with little additional administrative cost or trouble. You can submit reports electronically or in printed form.

Microsoft Dynamics™ GP

Make your organization "People-Ready" with Payroll in Microsoft Dynamics GP – Canada

Phyllis • Accounting manager	**What Payroll in Microsoft Dynamics GP means to me:**
Phyllis manages the accounting department, processes general ledger transactions, assesses aging reports, reviews and approves Accounts Receivable, Accounts Payable, payroll, bank transactions, and reviews aging reports. She also ensures that her team accurately completes financial procedures on time.	• Tracking of handwritten exception cheques and voided cheques using audit trails • Customized printed and electronic reports including year-end and T4 statements; or integrate with reporting applications such as Report Writer in Microsoft Dynamics GP or Crystal Reports for added flexibility

Mia • Payroll administrator	**What Payroll in Microsoft Dynamics GP means to me:**
Mia collects information from employees to process the payroll and post it to the general ledger. She also takes care of tax calculations and reporting.	• The ability to choose what to include in pay runs and verify accuracy before printing cheques • Batch file support for the Human Resources (HR) Skills Development Canada Web-filing standards • Direct deposit of payroll cheques to unlimited accounts and unlimited Canadian financial institutions, as well as split deposits between multiple accounts • Easy generation of return on equity (ROE) hard copy preparation reports

Claire • Human Resources director / manager	**What Payroll in Microsoft Dynamics GP means to me:**
Claire is responsible for strategic HR planning and budget. She manages all facets of HR—recruitment, compensation and benefits, training and development, and employee relations.	• Fully integrated, centralized, and secure data • Flexible reporting options for internal reporting, budgeting, and compliance • Web-based time and expense data collection to help streamline operations • Roles-tailored user setups to give the right people secure access to information

Jodi • Compensation and Benefits manager	**What Payroll in Microsoft Dynamics GP means to me:**
Jodi conducts compensation and benefit analyses. She maintains fairness in pay structures and ensures that job analysis is tied to compensation planning. She handles relationships with preferred HR vendors.	• Detailed records of pay, benefits, and deductions, with information specific to our business • Benefits and deduction setups with banked pay code minimums and maximums, as well as distributions for the employer portion of Workers' Compensation Board (WCB), Employment Insurance (EI), Canada Pension Plan/Quebec Pension Plan (CPP/QPP), and Provincial Health Tax • Integration with the Human Resources module to help eliminate duplicate entries and reduce errors

Luke • Human Resources generalist	**What Payroll in Microsoft Dynamics GP means to me:**
Luke performs day-to-day HR activities and oversees HR policy and compliance. He supports the Management Team on performance management, health and wellness, and employee relations.	• Routine communication to all employees for easier centralized data and Microsoft® Office Word to create personalized correspondence—such as employee letters and benefit and deduction letters • Easy access to information so I can respond quickly to employee questions about personal, financial, and pay cheque information

Payroll – Canada	• Use setup checklists to help ensure that the functionality you want is installed and available.
	• Customize detailed records of pay, benefits, and deductions with information specific to your business, such as performance review scores.
	• Assign employee pay codes to process salary and hourly pay automatically for groups of employees.
	• Automatically calculate taxes, deductions, and benefits to help ensure accurate and efficient cheque generation and posting.
	• Set up benefit, deduction, and banked pay code minimums and maximums, as well as distributions for the employer portion of WCB, EI, CPP/QPP, and Provincial Health Tax.
	• Manage overtime, employee seniority, banked overtime, and banked leave.
	• Control the necessary audit details related to handwritten exception cheques and voided cheques.
	• Enter earnings to be paid at a later date, and when the employee uses the time, automatically create negative banked time, including posting a negative banked amount if an employee uses more banked units or dollars than are available.
	• Respond quickly to employee questions about personal, financial, and pay cheque information with multiple inquiry windows.
	• Create printed or electronic reports customized to your business needs, including year-end and T4 statements; or integrate with Microsoft Dynamics™ GP reporting modules, such as Report Writer or Crystal Reports, for added flexibility.
	• Save time and ensure accuracy by integrating easily with front-end data systems using open database connectivity (ODBC)-compliant import/export capabilities.
	• Create batch files that support the Human Resources Skills Development Canada Web-filing standards.
	• Print hard copy return on equity (ROE) preparation reports.
Payroll Direct Deposit	Offer reliable, confidential direct deposit of payroll cheques to unlimited accounts and unlimited Canadian financial institutions, as well as split deposits between multiple accounts.
HRM Self Service Suite for Microsoft Business Portal	Provide employees and managers with a personalized Web portal for submitting and approving time cards and expense reports, and updating personal information.

Payroll modules are licensed separately. HRM Self Service Suite for Business Portal is licensed separately.

For more information about Payroll in Microsoft Dynamics GP,
visit www.microsoft.com/dynamics/gp.

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