



## Microsoft Dynamics GP for Public Sector Organizations Payroll and Human Resources

### [BENEFITS]

- **Monitor and manage resources with precision.** Maintain tight control over resource budgets, allocations, and costs with robust Position Control functionality.
- **Connect HR and payroll administration with financial management.** Centralize employee data and connect payroll and HR administration with overall financial processes—eliminating data silos, reducing risk of errors, and freeing up valuable staff time.
- **Give people an intuitive, personalized user experience.** Reduce training with a user interface that works like the Microsoft® Office system applications your people already know and use. RoleTailored™ access helps ensure that the right data is at your people's fingertips, while helping protect sensitive employee data.
- **Meet complex reporting requirements quickly and with ease.** More than 400 built-in, customizable payroll and HR reports, user-based query tools, and refreshable Microsoft® Office Excel® reports help ensure accurate compliance with demanding government and union reporting requirements.
- **Move key processes online to extend information access, reduce paperwork, and save time.** Deliver critical information, reports, and processes to managers and employees through Web-based self-service tools.
- **Keep employees informed.** Generate employee communications in Microsoft Office Word that draw on current Microsoft Dynamics GP information—automation that saves time, but preserves a personal touch.

### [FEATURES]

Public Sector organizations need the ability to manage diverse employee positions and pay policies, administer complex benefits, and generate reports and queries that comply with demanding reporting requirements.

Employee ID	BARR0001
Last Name	Barr
First	Adam
Middle	
Sec. Sec. Number	944-22-9198
Seniority Date	0/0/0000
Hire Date	10/23/2012
Adjusted Hire Date	10/23/2012
Last Day Worked	0/0/0000
Date Inactivated	0/0/0000
Reason	
SUTA State	WI
Workers' Comp	W/W/CO1
Employment Type	Full Time Regular
	<input checked="" type="checkbox"/> Use Add-On

*Centralized employee data streamlines payroll and HR processes.*

Plan Code	*CURRENT	Plan for current positions
Position Code	FRMN	Job Foreman
Department	STREET	Streets and Highways Dept
Seat	1	Foreman 1

  

Employee ID	BARR0001	Start Date	1/1/2017	End Date	12/31/2017	Assignment Status	Assigned	Primary
Employee Name	Barr, Adam							<input type="checkbox"/> Expired
Inheritance Status	Changed	Pay Code Frequency	Weekly					
Based Step Increase On	Hire Date	Pay Rate Based On	<input checked="" type="radio"/> Seat <input type="radio"/> Employee Pay Code					
Pay Step Table ID	FRMN	Pay Rate	\$15.00					
Step/Grade								
Step Effective Date	4/12/2017							

*Maintain precise control over financial and personnel resources with robust Position Control capabilities.*

With Microsoft Dynamics® GP, you can meet those challenges within one integrated, easy-to-use solution. Centralize all employee information, effectively utilize resources, and connect payroll and Human Resources (HR) information with all your financial processes. Give managers and staff the current, connected information most relevant to their roles. Without juggling applications or re-entering data, they can quickly execute day-to-day processes, ensure budgets and resources align with allocations and planning, and bring more focus to serving constituents.



## [BENEFITS]

## [FEATURES]

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### **Integrated Payroll and HR Processes, Including Pay Policies**

Easy setup helps ensure fast configuration and simple update processes for HR and payroll requirements.

- Quickly set up and maintain payroll configuration, including roll-down capabilities.
- Automate complex Pay Policies for hourly employees who earn multiple pay rates while working various shifts and in various departments and positions.
- Efficiently implement pay changes with automated pay step tables and compensation management features.

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### **Precise, Integrated Position Control**

Microsoft Dynamics GP gives you the tools you need to budget, allocate, and manage resources effectively by department, position and seat.

- Create and monitor positions, as well as report against the position budget.
- Define how you want the system to respond when an action is about to exceed the budget.
- Assign default General Ledger accounts to each position.
- Assign default pay and benefits, including pay step tables, to the position. Enable employees to inherit these attributes when assigned to the position.
- View and report on position history by employee or by position and seat.
- Create permanent or temporary seats with varying FTE amounts and attributes.

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### **Efficient Certification and License Management**

Track certification, license, skills, and training within a single, security-enhanced system, including certification/license numbers, renewal dates, expiration dates, history, and endorsements.

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### **Centralized Health and Wellness Management**

If your employees are responsible for treating or caring for others, then you are probably tracking employee health information that's mandatory for government compliance. Microsoft Dynamics GP Human Resources lets you store and manage that information within a security-enhanced, centralized location.

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### **Flexible Reporting and Query Tools, Including Office Excel Reports**

Meet HR, payroll, financial, and audit requirements with more than 400 built-in, customizable reports. For example:

- Quickly access and tailor Microsoft Office Excel reports, and then store them for future use.
- Refresh reports with a single click. Built-in data connections to Microsoft Dynamics GP enable real-time information updates, helping ensure people have immediate access to critical data.
- Generate user-based SmartList queries for ad hoc reporting or further analysis.

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### **Time-saving Web-based Processes and Self-Service**

Reduce paperwork and manual entry by moving key processes online— including time sheet submissions and manager approvals, vacation and sick time policies, and complex benefits administration.

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### **Automated, Yet Personalized Communications**

Take advantage of the Letter-Writing Assistant to create personalized communications about benefits, deductions, certifications, and more—all built on centralized, current data in Microsoft Dynamics GP.

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### **Integrated Payroll, Human Resources, and Financial Management**

Microsoft Dynamics GP provides a complete, integrated system for managing financial, payroll and personnel-related information. Streamlined operations enable your organization to operate more effectively on tighter budgets.

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For more information, visit [www.microsoft.com/dynamics/GP](http://www.microsoft.com/dynamics/GP)

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