

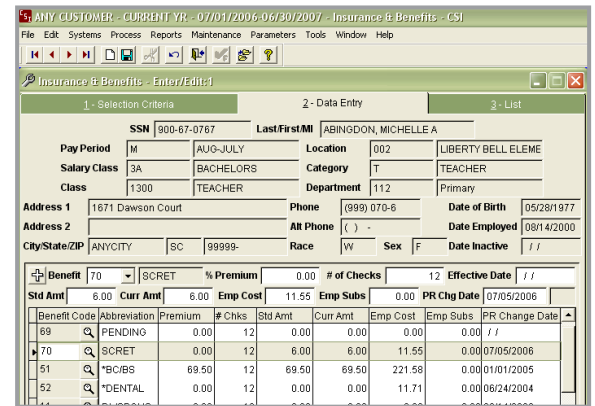


Insurance and Benefits

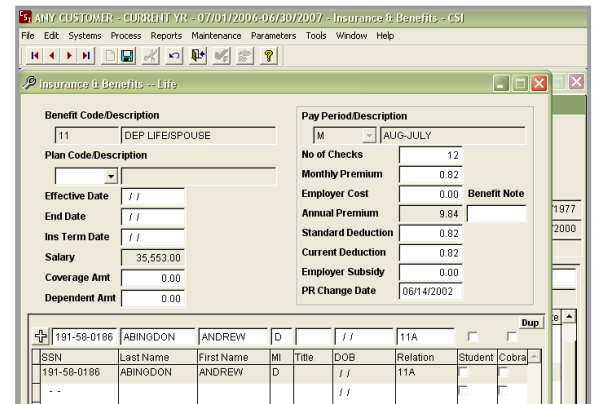
ADMINISTER BENEFITS

- Track an unlimited number of benefits for each employee.
- Assign benefit codes to payroll deduction codes. This allows for automatic updates to the Payroll module for changes made in the benefits system.
- More efficiently handle benefit changes during open enrollment periods. Enter benefit changes effective for a future date at any time and then globally update to the Payroll module on the effective date.
- When the monthly insurance cost is entered, the system checks the employee's pay period and automatically calculates the amount to be deducted from each check.
- Benefit types include health insurance, life insurance, and all other benefits. The data entry screens vary to accommodate the differences in these three broad benefit types.
- Monthly and annual premiums are automatically calculated and maintained within the system.
- Parameter files are provided to support user-defined benefit type codes, coverage codes, and plan codes.
- Supports the electronic transfer of insurance information from state insurance agencies to create your own benefits database. Comparative reports can also be printed to highlight differences between the state records and an existing database.

Module Screenshots



INSURANCE AND BENEFITS - ENTER/EDIT



INSURANCE AND BENEFITS - DRILL DOWN BY BENEFIT TYPE

REPORTING

- Pre-update Report - shows benefit changes that will be made to the Payroll system
- Employee Benefit Lists - based on multiple selection criteria
- Benefit Verification Report - shows all deductions for each employee
- Mailing Labels