

Education Payroll & Timekeeping

Features

Blaeberry Solutions
Inc.

2732 Golden Donald Upper Rd. Golden, BC V0A 1H1 tel: 250.340.8442 fax: 250.340.8446 sales@blaeberry.com

Blaeberry Education Payroll is a complete in-house software solution *specifically* created for Canadian education facilities.

Blaeberry Education Payroll is installed *pre-configured* for Education. We update the formula's and calculations so your staff don't need to learn technical software configuration rules.

"It is easy to use and it's intuitive design reduces implementation and training costs."

Specialized or technical staff are **not** required to operate **Blaeberry Software!**

Developed in *Progress* (www.progress.com) an enterprise class database and programming environment.

EMPLOYEE & TIME ENTRY

Employee data accommodates:

- multiple pay rates per employee with a full history
- pay calculation for school or calendar years, with actual and diluted pay rates
- direct deposit by fixed amount and/or percentage
- store and search HR information
- a scalable design offers unlimited employees, locations, departments, occupations, facilities etc.

An intelligent timekeeping process increases productivity and accuracy by validating and updating:

- auto vacation tracking to increment allowance
- pay increments
- statutory holiday calculations
- leave tracking
- negative sick bank warnings
- automatic holiday coding
- etc.

Quick Timekeeping automates repetitive time entries for all employees, even those working in more than one department, with

multiple pay rates. One simple window allows quick timekeeping entries and updates.

Web-based self-service kiosk is available for employee remote access to timekeeping, pay stubs, etc.

External timekeeping systems may be integrated providing flexibility and efficiencies.

PROCESSING

Pay documents are automatically calculated, with the option to preview, adjust and re-calculate prior to issuing.

Custom designed pay documents are available to include site specific layouts. Both cheques and direct deposits are supported.

Flexible, intelligent commenting structure allows multiple comments to be printed on pay documents based on various criteria.

Journal Entries may be viewed for individual pay documents.

REPORTS

A full history of transactions is maintained, allowing virtually all reports or pay documents to be re-generated at a later date.

General information reports can be produced using a wide variety of selection criteria including:

- ranges of dates, pay or fiscal periods
- time codes, departments, employees, occupations, facilities, groups
- CCRA taxation numbers.

Many specific reports and extracts are available such as:

- Superannuation & IPAS
- Public Bodies
- Full Time Equivalent (FTE)
- Superannuation Eligibility
- WCB
- Canadian Savings Bonds
- Fiscal Budgeting
- Financial and Statistical General Ledger with full expense and benefit allocations
- Performance Analysis
- T4's
- etc.

A non-technical staff can quickly generate unique reports using *Results*, an end user report writer, or Crystal Reports (optional).

Blaeberry's Information &

Reporting Manual outlines details of reports, and is regularly updated at www.blaeberry.com.

SERVICES

Our maintenance plan includes:

- unlimited telephone, e-mail and fax support
- online website manual and knowledge base
- regular software updates installed by Blaeberry to keep your application up-to-date
- integrated message system to keep your staff informed of all software updates.

"Blaeberry Support is knowledgeable, fast and friendly."

Remote access ensures updates and revisions are accurate and current, keeping your software in pace with a rapidly changing education environment.

We conduct on-site training sessions specific to your requirements.

Our staff's familiarity and experience with all aspects of business has proven to be invaluable to our clients.

We also develop customized programs and reports specifically generated for your individual needs.

Implementation can take place any time of the year smoothly & quickly, using our conversion services.

Blaeberry Solutions
Inc.

2732 Golden Donald Upper Rd.
Golden, BC V0A 1H1
tel: 250.340.8442
fax: 250.340.8446
www.blaeberry.com
sales@blaeberry.com