

## HR and Payroll Solution for Microsoft Dynamics 365 Business Central Features

Features	What It Does for You
<b>Recruiting and HR</b>	
Online Applicant Tracking	Everything is at the employee's fingertips anytime, anywhere on any device – from viewing company announcements, accessing documents to view and/or sign and important links, along with accessing their paystubs, tax documents, and HR documents; viewing their PTO balances and time off requests all in one spot, even clock in or out (if using time entry) with a single login.
Electronic Employee Onboarding	Create custom onboarding task lists for new hires, which can be monitored on the administrative onboarding dashboard. Self-onboarding option for a new hire includes e-signatures for the electronic W-4 and I-9 Forms, consent documents, and direct deposit elections to have the employee immediately setup in payroll and time entry.
HR Management	View high level organizational metrics in the HR dashboard. Also view organizational structure and company directory. All employee changes are supported with effective dates – even create and run point-in-time reports.
Online Performance Reviews and Management	Create and define unlimited performance reviews by employee and track the performance review scheduled dates and completion status. Reminders are visible in the employee self-service dashboard and the employee results are recorded along with any supporting documentation.
Employee Certification License and Training Management	Manage employee credentials such as licenses, certifications, training, and skills with ease. Better yet, empower employees and managers to see upcoming expirations, make updates, and upload updated documentation directly through self-service.
<b>Time Entry</b>	
Flexible Time Entry Options	Employees can clock in and out using a standard web browser on any device, from any location as well as a mobile app including employee self-service, standard timeclock, etimeclock, kiosk or IVR.
Employee Scheduling	Manage payroll costs through effective scheduling. Whether simple or complex, the scheduling feature allows you to manually or automatically assign shifts based on staff availability and preferences, create reoccurring schedules, automatic lunch hours and more.
Time & Attendance Tracking	Dashboards provide managers with an overview of attendance in real time and integrates into payroll, no more dual entry is needed! Track all necessary data to accurately allocate labor costs in Business Central, including jobs and dimensions.
Geo-Fencing	Reduce invalid punches by assigning specific locations and corresponding radius where employees can clock in/clock out according to their project assignments. Also track employee locations to ensure local tax compliance where applicable.
<b>Payroll Within Business Central</b>	
Easy, Multi-State Payroll Processing	Fast payroll processing with integrated time entry and batch processing. Payroll Processing incorporates job cost reporting and employees working in multiple states and supports the complex requirements of union payroll including pay matrix, overtime rules, benefit deduction calculations, etc.
Project Time Tracking	Track Job data in Time Entry and Payroll to allocate labor costs to projects through the Business Central jobs feature.
Consolidated Payroll/ Financial Reporting	The payroll posting process automatically updates the BC General Ledger (and Vendor Ledger) based on Payroll Posting Setup. Dimensions are used to allocate payroll expenses, enabling you to include payroll data in your detailed financial reports whether they are in Business Central or using tools such as PowerBI, Solver BI360, etc.
Paid Time off Accruals and Tracking	Set up and manage employee paid time off including maximums, and have balances update automatically during payroll processing. Enable employees to view balances and make time off requests through Employee Self Service.
Customizable Overtime Rules	Configure overtime rules to calculate based on state, union, position, etc., giving you the comfort of knowing it's done correctly every pay period.
Integrated with Other Apps	Proceed with ease knowing that Payroll NOW is already integrated with many other common Business Central applications including Solver BI360, Plumblin Progressus, Binary Stream Multi-Entity Manager, Journyx, Tangicloud, and more.

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<b>Employee (and Manager) Self-Service</b>	
Self-Service Dashboard	Everything is at the employee's fingertips anytime, anywhere on any device – from viewing company announcements, accessing documents to view and/or sign and important links, along with accessing their paystubs, tax documents, and HR documents. Employees can view reminders of certifications and license expirations as well as upcoming classes, their PTO balances and request time off all in one spot, even clock in or out (if using time entry) with a single login.
Pay History	View pay history in summary as well as full paystubs to view or download. At year-end, employees may also access W-2s.
Request Paid Time Off	View available time off balances and request future paid time off.
Online Benefit Enrollment	Easily create and maintain benefit plan setups as well as employee benefit elections, define eligibility groups and waiting periods and view/approve open enrollment benefit elections. Employees can easily access, learn, and enroll in benefits anytime and from one convenient place, and HR can comfortably manage the process in minimal time.
Expense Reimbursement	Keep track of reimbursable work expenses and associated receipts as they happen either in the office or on the road from your mobile device then submit them when you are ready.
Employee Updates	Manage direct deposit accounts, profile changes including address, emergency contacts, dependents and company and personal documents with electronic upload and signature.
Manage Employees	Employees can view reminders of certifications and license expirations as well as upcoming classes. Streamline employee performance reviews, automated workflows (EX: Approving expenses), extensive reporting capabilities and comprehensive system-wide auditing.
Mobile First Design	Employees can access their information - even clock in or out anytime, anywhere, on any device.
<b>Payroll Tax Filing Services</b>	
Data Verification	We send you a report to verify your data is complete and contains everything necessary to file electronically.
Data Formatting	We organize and format your data for all relevant taxing jurisdictions, whether it is one state or across the US.
Timely Form Submissions	We submit the necessary electronic forms and data to each taxing jurisdiction accurately and on time such as Federal withholding, state unemployment and more.
Timely Tax Filing	We take care of whatever filing is needed in your specific case: per pay period, per month, per quarter, and annually.
Data Analysis	We analyze your data and determine the necessary steps to reconcile and file quarterly reports such as IRS Form 941 and any state-required forms.
Annual Reporting	We submit your annual forms and reports: IRS Form 940, W-2 printing and distribution to employees and electronic filing with the IRS.
Track Receipts	We confirm processing and receipt of the tax data from each taxing jurisdiction.
Centralized Customer Support	Should processing errors or failures occur, our team will respond and contact you immediately to work through any adjustments, and resubmit the data.
<b>ACA Compliance Services</b>	
Monthly ACA Variable Hour Eligibility Tracking & Reporting	We create monthly eligibility reports for identifying variable hours employees eligible for health insurance and create annual open enrollment eligibility reports.
Creation of 1095 & 1094-C Forms	We automatically code and create your 1095 & 1094-C IRS forms.
Year-End 1094-C Electronic Filing	We generate IRS form 1094-C and e-file it (with copies of the 1095-Cs) with the IRS.
Year-End 1095-C Form Distribution to Employees	We can send your 1095-C forms to your employees on your behalf.
State E-filing of Required ACA Forms Where Applicable	We electronically file ACA related information at the state level where applicable.
Secure Electronic Storage of Your ACA Information	We ensure secure electronic storage of your ACA information to assist with future audit and compliance inquiries.