



# Education Suite

Human Resources

Payroll

Financials

## HR and Payroll

### Unlimited Employees

No limit on the number of employees who can be entered into the system.

### Payroll History

Payroll history is stored indefinitely and includes data such as employee pay, assignments and employee pay grid history.

### Flexible Calculations

Powerful pay controls and configurable method steps allow the system to meet virtually any payroll requirement.

### Pay Grids

Unlimited number of pay grids can be defined based on education and/or experience and be updated using a mass update option.

### Role Based Security

Control access to functional areas and restrict data by facility or other parameters.

### Seamless Integration

Human Resources, Payroll, Financials and Web Portals work together, allowing information to be captured just once.

The Education Suite's advanced Human Resource and Payroll modules combine powerful functionality with flexibility to meet the needs of the K-12 education sector. Track almost any kind of employee data imaginable including education, experience, references, and confidential information among other things. The Additional Information feature allows user-defined lists and responses to be created to track standardized information. All email and electronic correspondence can be logged against employees as well as scanned documents. Applicant and Job Opportunity functionality will streamline hiring processes and help find the right employee for the available posting. All information is readily available with a variety of reporting options.

The Payroll module provides ultimate versatility with the ability to define simple or complex pay controls for any step in the calculation of a payroll. Method steps allow precise definition of the interaction of payroll controls and ensure calculations work every time. The Education Suite tracks one or more assignments per employee and uses flexible payroll grids to match the requirements of collective bargaining agreements. Unlimited history and the ability to easily retrieve information means critical data is always available to both payroll users and employees. The powerful online Employee Self-Service module gives employees immediate access to key information and reduces requests to the central office.

Absent Employee No.	Absence Employee Name	Employer No.	Absence Date	Days/H...	Absence Day	Cause of Absence Code	Dispatched Employer No.	Dispatched Employee No.	Dispatch... Employee Name	Dispatched Days/Hours	Comments
005	Amos, T...	SUPPORT	01/16/07	7.5	Tuesday	PL WOP SUP	CASUAL	106	Davis, B...	7.5	
005	Amos, T...	SUPPORT	01/16/07	7.5	Tuesday	PL WOP SUP	CASUAL	106	Davis, B...	7.5	
005	Amos, T...	SUPPORT	01/17/07	7.5	Wednesday	PL WOP SUP	CASUAL	106	Davis, B...	7.5	
005	Amos, T...	SUPPORT	01/23/07	7.5	Tuesday	SPEC LEAV	CASUAL	106	Davis, B...	7.5	
005	Amos, T...	SUPPORT	01/24/07	7.5	Wednesday	SPEC LEAV	CASUAL	106	Davis, B...	7.5	
005	Amos, T...	SUPPORT	01/25/07	7.5	Thursday	SPEC LEAV	CASUAL	106	Davis, B...	7.5	
012	Tracy	TEACHER	05/04/07	1	Friday	SICK TEACH	SUB	021	Garbo, ...	1	
								407	Hudson...	1	Special Ed Co
								201	Kelly, G...	0.3	Sick Day
								477	Kelly, G...	0.7	Sick Day
								474	Kelly, G...	1	Provided Doct
								474	Kelly, G...	1	Provided Doct
								474	Kelly, G...	1	Provided Doct
								474	Kelly, G...	1	Provided Doct
								474	Kelly, G...	1	Provided Doct
								444	Melnyk,...	8	

Effective Date	Employer No.	Facility Code	Facility Description	Position Type	Position Code	Assignment Code	Assignment Description	Rate	Last Modified	Last Mod
08/28/06	TEACHER	101	School 101	PERMANENT	TEACH 12	TEACHER	Teacher Salaries	43,417.00	09/08/06	ODT
09/13/04	SUB	103	School 103	TEMPORARY	TEACH 10	SUBSTITUTE	Sub Teacher Salaries	43,417.00	05/07/07	ODT
09/13/04	CASUAL	103	School 103	CASUAL	CRTRK CAS	CRTRK CAS	Casual Caretaker ...	13.10	05/07/07	ODT

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## Document Management

Scanned documents can be easily attached to an applicant or employee card. Resumes, copies of certificates, and pictures are just samples of these types of files. View documents easily, without having to dig through files.

## Unlimited Earnings, Benefits, Deductions and Accruals

An unlimited number of pay controls can be set up within the Education Suite to define any type of earning, benefit, deduction, accrual or other amount that needs to be tracked or calculated during the payroll process. Virtually any payroll requirement can be met through these user-defined pay controls, allowing an organization complete flexibility to meet unique requirements.

## Multiple Assignments

Employees can be assigned multiple assignments from different employee groups. Assignments can represent widely differing positions, any number of facilities, and multiple pay grids representing a variety of collective agreements. The Education Suite reduces the maintenance burden by attaching this detail to an assignment and then attaching one assignment or more to an employee. The integrated nature of the Education Suite ensures these variables are included in the payroll process. Any adjustments to the payroll grids are automatically included in the appropriate payroll runs. Human resources and payroll users can access unlimited history on employee assignments.

## Web Portals

The Education Suite's Web Portals were created in Microsoft's .Net development environment and extend the Microsoft Dynamics NAV (formerly Navision) suite of business applications to the Internet. Users can enter or approve standard information, requests for leave, and designation of substitutes. Remittance stubs can be viewed online or reprinted for any pay period in history.

## Employee Views

A number of online employee views allow users to report on and analyze employee information critical to human resources and payroll. These views are constructed in a spreadsheet type format and provide users with the ability to filter data using multiple variations at once, move columns to suit user preference, directly access employee-specific information through a drill down to originating transactions or master file information, and to copy and paste data directly into an Excel spreadsheet. Filtered employees can be merged into user-defined document templates to create mass correspondence.

## Absence and Dispatch Entry

Entry of absences and dispatch of substitutes can be made through the Education Suite Web Portals. Data entry can be distributed to individual schools, reducing the workload of central office staff. Employer-specific defaults for both absence and dispatch entry are defined so only entries applicable to individual employers will be available during data entry, including items such as specific absence and dispatch types. Available employees are grouped by employer groups to ensure substitutes are appropriately matched to open assignments.

## Payroll Journal

The Education Suite uses a journal format to review and process payroll data. One-time adjustments are easily entered and the results re-calculated for one or many employees. The user interface has been designed to simplify the payroll process. Employee verification reports can be run to review entered information. Time entry is drastically reduced by bringing in standard payroll information or through actual time entered through time entry or from the absence and dispatch system. Pay can be calculated over 10 or 12 months or on any other basis. The same process for calculating regular pay can also be used for special pay runs, manual or one time payments, and for "what if" analysis.



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