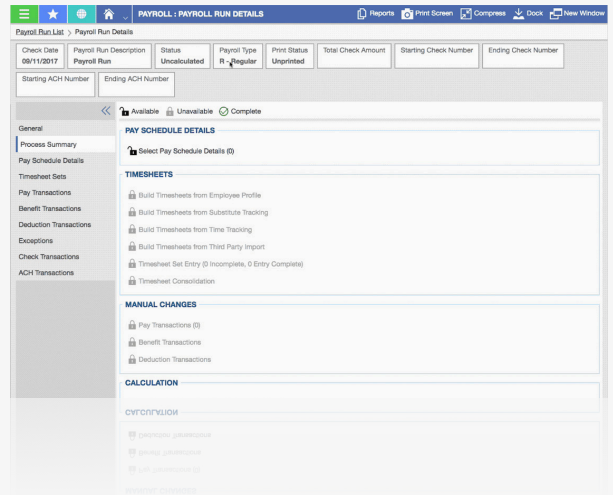**SKYWARD®** **Qmlativ®**

P A Y R O L L

MORE THAN JUST PAYCHECKS. FLEXIBLE AND PAPERLESS. DESIGNED TO FIT EVEN THE MOST COMPLEX WAGE PLANS.

- Full or partial direct deposits
- Eliminate the need to process timesheets by hand
- Vary deductions and benefits by specific pay record
- Print your own W2s
- State and federal reporting for retirement

MORE THAN PAYCHECKS

If there's one thing you need to get right every time, it's employee paychecks. We've made it easy to distribute wages through direct deposit or an actual check. Track employee contract amounts, record time off, and report on retirement.

ENJOY THE FLEXIBILITY

No matter how your internal processes work, we've got you covered. Add unlimited benefit and deduction types. You can even add time off balances to paychecks so employees always know exactly how much they have available.
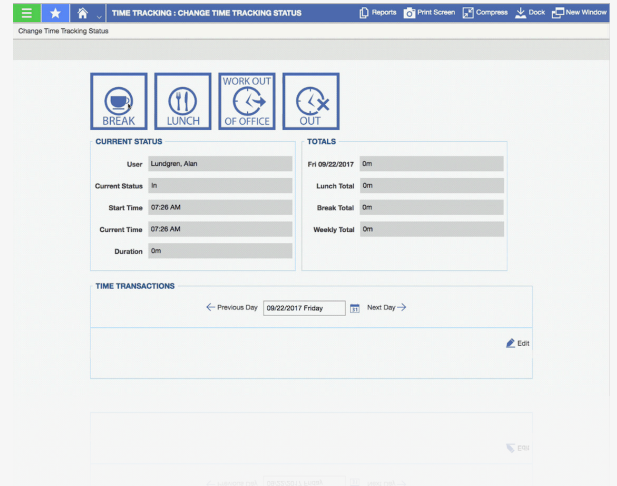
MULTIPLE RATES FOR MULTIPLE HATS

Payroll worksheets make it easy to handle more than one pay rate, account, and deduction type for a given employee on the same payroll run. This means worry-free payments for substitutes, coaches, support staff, and anyone else who might wear more than one hat in your district. Stop duplicating efforts and start trusting that every payroll will get out on time with minimal effort.

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T I M E   T R A C K I N G

ELECTRONIC CLOCK-IN, SUBMISSION, AND APPROVAL. REDUCE THE OVERPAYMENT OF WAGES.
STAY COMPLIANT WITH THE ACA.

- Clock in online, swipe a badge, or even use your phone
- Payroll entries automatically generated from approved timesheets
- Different pay codes for different jobs under one login
- Track breaks, lunches, and out-of-office records
- FLSA compliant

TOSS THOSE PAPER TIMESHEETS

With Time Tracking, you can put the ownership of time back on your employees and stop worrying about manual entry of hours worked. Supervisors can verify time entries online and make sure actual hours match up with an individual's schedule. Once a timesheet is approved, it's automatically available in payroll.
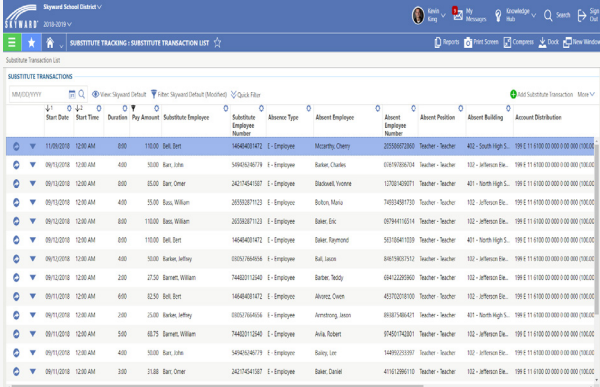
STAY ON THE RIGHT SIDE OF THE ACA

Even a small discrepancy in hours worked can have a big impact on keeping you compliant with the ACA. Time Tracking's detailed tracking and approval process takes the guesswork out of timesheets and ensures that your staff is being paid for the hours they're actually working. That level of accuracy will save you thousands.

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SUBSTITUTE TRACKING

LOCATE, PAY, AND MANAGE SUBSTITUTES. STAY COMPLIANT WITH ACA REQUIREMENTS. SOFTEN THE IMPACT OF YOUR TEACHER'S SICK DAYS.

- Establish pay rates with custom rate tables

- Automate pay increases based on sub frequency

- Auto-calculate half-day, full-day, or hourly rates

- Integrate with 3rd party sub calling systems to eliminate data entry for paying substitutes

SUBSTITUTES AT YOUR FINGERTIPS

It happens all the time; a teacher calls in sick and you need a substitute right away. Now, you'll be able to pull up available subs and maintain a detailed record of when they subbed, who they subbed for, and their pay rate.

AVOID ACA MISHAPS

We've built in an ACA hours field so you can keep an eye on which subs are approaching 30 hours per week.

VERIFY SUBSTITUTE COVERAGE

You can easily reconcile substitute records with employee time off transactions, giving you peace of mind.

POSITION MANAGEMENT

WATCH YOUR CURRENT EMPLOYEES GROW. HAVE BETTER INFORMED CONVERSATIONS.
IDENTIFY NEEDS.

- Track professional growth, credits, and degrees

- Development milestones trigger updates in payroll

- Review hire dates and staff vacancies

ONE-STOP EMPLOYEE ADMINISTRATION

Manage all of your employee information from Position Control and stop digging around in disparate systems. View automatic updates to and from payroll, staff planning, and your general ledger. You can even apply retroactive credits and degrees earned into payroll as needed.

CONTROL FTE MAXIMUMS

Group positions based on district-defined criteria and enforce an optimal as well as maximum FTE limit.

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STAFF PLANNING

EASILY TRACK AND REVIEW EVERY IMPACT ON YOUR BOTTOM LINE AS YOU PLAN PERSONNEL BUDGETS.

- Plan and create personnel budgets
- Run scenarios to see impact on budgets
- Itemize costs by category

ONE-STOP PERSONNEL BUDGETING

Manage all available positions, whether filled or vacant, and their respective costs to accurately plan for and create your personnel budget for upcoming fiscal years.

ITEMIZE EVERY COST

Seamlessly view and track the impact of every position on your budget by itemizing costs by the position itself, pays, employees, accounts, and benefits.
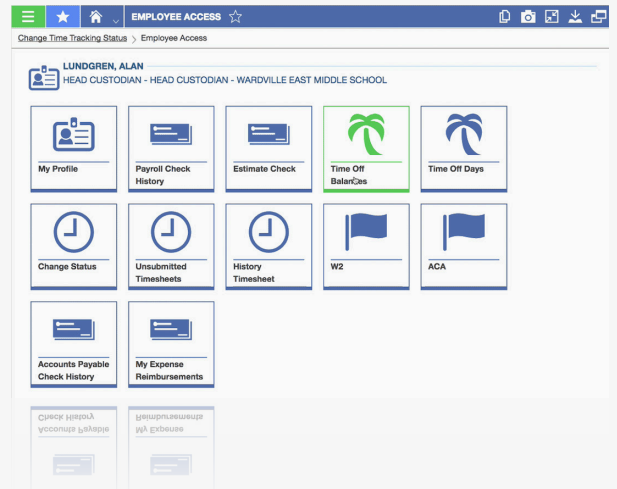
SIMULATE BUDGET SCENARIOS

Want to know how potential increases to benefits, salaries, or stipends affect your budget? Efficiently run a variety of scenarios so you're never uncertain about the effects these changes may have on your overall budget in a fiscal year. Create and save different versions of these budgets for informed decision-making.

EMPLOYEE ACCESS

CUT OUT THE HR MIDDLEMAN FOR SIMPLE TRANSACTIONS. IMPROVE TRANSPARENCY AND COMMUNICATION. GIVE YOUR TEAM A BETTER EXPERIENCE.

- Push out W2s and other essential forms electronically

- Commonsense navigation

- One touch to clock in or out

- Paycheck history, time off balances, and more

A BETTER WAY TO DISSEMINATE INFORMATION

Newsletters and emails are nice, but wouldn't it be great if your employees had one place to go for all of your breaking communication? Push out surveys, announcements, and information requests through Employee Access and stop worrying about whether you're getting in front of enough eyes.
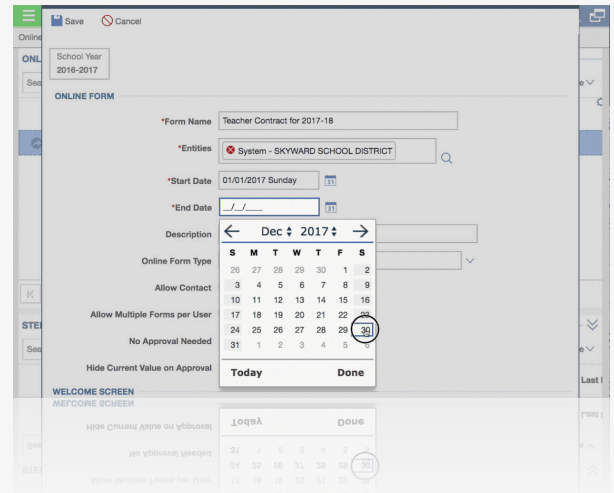
SAVE ON POSTAGE, SAVE ON TIME

Are you still printing, folding, and mailing W2s to all your employees? What about 1094/1095 forms? Give your team the option to receive these electronically. It will be more convenient for the majority, and you'll save thousands every year.

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EXPENSE REIMBURSEMENT

HELP YOUR EMPLOYEES REPLENISH SOONER. TAKE THE STRESS OUT OF NECESSARY EXPENDITURES.
ENJOY A TRANSPARENT REVIEW AND APPROVAL PROCESS.

- Attach notes, receipts, and screenshots

- Set up default accounts based on reimbursement type

- Managers can review details and approve from anywhere

NO MORE TAPED RECEIPTS

If your current process includes taping receipts onto blank sheets of paper, it's time for an upgrade. Eliminate those paper records – now, employees can scan hard copies or take screenshots of electronic receipts and attach them to their digital reimbursement request.

ELIMINATE ACCOUNT CONFUSION

You can segment reimbursement accounts for travel/non-travel and other purposes. When an employee enters a reimbursement type, they'll only be able to access the relevant accounts. That kind of accuracy is tough to duplicate with manual spreadsheets.

QUICK TURNAROUND

Approved expense reimbursements are automatically routed to accounts payable, so your account balances will always be up-to-date and your employees will see the money in their accounts that much faster. Incurred expenses should not be a financial burden on your team.