

Payroll

Basic features

Solution flexibility

- Ocean Payroll application enables various schemes of pay calculation and it supports organizational- and hierarchical splits to suit organization needs in the best way. Also, the application provides the employment of specific calculation parameters for each organizational unit.
- At any time the system can simply be tailored and adjusted to pay and deduction calculation respecting the law, various legal acts and/or internal rules.
- The input of data on employee time and attendance can be organized on daily (with either manual or automatic registering)-, periodical- or monthly aggregated amount basis.

Automatic data processing

- Automatic pay/wage/salary calculation for each one and for all employees respecting time and attendance, union agreement and/or respecting the results of the contract work.
- The possibilities of automatic pay calculation based on various calculation elements (time and attendance, sick leave-, vacation time off-, working experience- as well as other compensation premiums).
- Automatic calculation of deduction amounts from the gross pay and taxes on net pay respecting the law, legal acts and rules and respecting or the organization internal rules.
- Besides the regular monthly processing it is possible to perform unlimited number of calculations and payments, i.e. fund transfers, in a month (weekly, fortnight etc.).

Automatic links to other Ocean applications

- Automatic transfer of payroll data to *Ocean General Ledger* and *Ocean Account Payables* applications.
- Automatic acquisition of basic data about employees from *Ocean Human Resources Register* application.
- Automatic acquisition and formatting of data about time and attendance from the application *Ocean Time and Attendance Register* application.

Analysis and reporting support

- All data on employees, data on calculated pay and deduction are kept stored for the purpose of periodical analysis and reporting.
- The stored data are available for review and/or printing at any time and various criteria data queries can be performed.
- Besides the aggregate calculations regarding organizational units and each employee it is possible to print and/or kept stored detailed data on pays and deductions for each employee including income statement and even the data on his/her daily time and attendance.
- The application enables automatic creation and processing of the form M4 and its' printing for internal or external purpose.

Reporting in MS Word and Excel.



Ocean Payroll application software provides full coverage of all functions related to calculation of employee pay and deductions in organization.

The software is based on ORACLE technology and it is a part of Ocean's integrated solutions covering all functions related to human resources management.

Ocean Payroll enables real-time processing of financial transactions.

Ocean Payroll

Application aim

Ocean Payroll application is a part of accounting system within integral information system. The application provides full information on calculated pays, deductions and payments for each employee in an organization.

The aim of the application is to support all activities related to efficient processing of employee pay, deductions and payment data whereby the following calculations are automatically performed:

- Calculation of gross pay taking into account all inputs: regular time and attendance, vacation time off, sick leave, working-experience premium, other compensation premiums and add-ons),
- Calculation of all kinds of percentage deductions from gross pay according to law and legal acts and taxes on net pay according to municipality acts.
- Calculation of all other deductions and withholdings from the pay expressed in percentage or absolute amount like credits etc.)
- Calculation of annual reports.

Besides the regular monthly processing of payments the application enables calculations to be performed on daily, weekly and/or other time basis.

Also the application enables generation of general ledger and account payables entries.

Efficient organization

Depending on end-users' needs *Ocean Payroll* can be configured so that the payroll calculations and accompanying activities can be performed by applying different schemes whereby

- The whole organization is considered as a single entity or
- Organizational units are considered separately so that specific calculation parameters are applied for each unit (or a group of units) in order to obtain statistical data on gross- and net pays for that unit (or for a group of organizational units or a group of hierarchically interrelated organizational units).

Automation of activities

Besides providing the basic set of data about employees and other data necessary for the pay calculations, *Ocean Payroll* enables automation of registering, processing and presenting of data.

Various levels of automation of data (on employees and on attendance) entry as well as data maintenance are available. This depends on the level of integration and automation as well as on organization of the information system.

Payroll calculation and report printing are automatically carried out whereby a broad range of report types is available.

Basic functions

Defining and entry of calculation relevant data

The application enables defining of basic calculation data, entry of organizational units specific data (like time and attendance, calculation factor) and employee specific data entry (time and attendance at posts featuring specific pay calculation factor, various compensation premiums etc.) whereby there is possibility of the automatic entry of some common data as well as automatic updating/processing of deductions and working experience compensation premiums for all employees.

Payroll calculation

Automatic calculation of pays, calculation of all kinds of deductions from gross and taxes on net pays for each employee.

There is possibility of calculation taking into account various calculation elements like time and attendance, vacation time off, sick leave, various add-ons, working experience compensation premium etc. whereby the calculation can be repeated with exchanged calculation factors or other calculation relevant data.

The choice of pay fund transfer

The fund transfer is predefined in the employee basic data and automatically managed. The payment can be in cash (at cash desk), or automatic transfer to employee bank account or some other transfer defined.

Report printouts

The results of all calculations can be presented through a broad range of printouts like:

- Comprehensive printout on pays and deductions for each employee,
- Minimum and maximum pay amounts respecting all criteria.
- Calculation of aggregated data on
 - Organizational units,
 - Amount corresponding to a kind of deduction
 - Amount of deductions, taxes and withholdings to be transferred to the same beneficiary
 - Pay amount corresponding to employees' professional skills
- All payment orders.

Creation of M4 form

The system provides automatic creation and processing of M4 form as well as its' printing outlined either for external or internal purpose.

Integration with other Ocean applications

Ocean Payroll features openness enabling the application to be bundled with any other information system, particularly with Oracle based ones.