Payroll

BENEFITS

PTO Manager for Microsoft Dynamics GP

Increase productivity. Perform calculations of accrued vacation and sick time automatically during the Calculate Checks process.

Manage multiple plans with ease. Define an unlimited number of calculation formulas for accruing vacation and sick time, as well as special features for managing carry-overs, waiting periods, and maximums.

Access real-time information. Display updated vacation and sick time balances for the current pay period on the employee paycheck stub and Business Portal.

Automate manual processes. Set up PTO plans for defined groups, replacing time-consuming manual processes and making maintenance and upkeep easy.

Improve data accuracy. Reduce data entry with defined PTO plans that are assigned to each employee based on factors that you define.

Streamline budgeting and forecasting process. Deliver fast and easy access to PTO information with standard reports and on-demand SmartList reports.

Manage complex vacation and sick time policies automatically with PTO (Paid Time Off) Manager for Microsoft Dynamics™ GP. Reduce overhead costs by reducing paperwork and the time required by the Payroll team to manage manual PTO recordkeeping.

Enable your staff to manage complex and changing payroll situations quickly and accurately while offering better service to your employees.

CREATE UNLIMITED NUMBERS of accrual schedules.

INCLUDE WAITING PERIODS and maximum settings in your accrual schedules.

Microsoft Dynamics™ GP

Flexible Configuration Schedules	Set up ranges that determine the calculation factor to be applied to the number of hours worked in the pay period. Ranges can be based on hours worked, years worked, hours worked life-to-date, and hours worked year-to-date. Establish maximum allowable amounts for a payroll period or calendar year.
Easy and Quick Setup	Improve efficiency with easy accrual schedule setup using the Employee Setup window to configure the accrual and maximum settings. Appropriate accrual schedules are assigned to eligible employees.
PTO Policies Setup	Ensure fair and consistent policy enforcement by incorporating your existing PTO policies. Have confidence that PTO is being administered, recorded, and reported properly, including reliable application of Use It or Lose It policies.
Tight Integration	Full integration with Payroll in Microsoft Dynamics GP provides real-time calculation, balance reduction, and management of PTO policies.
Automatic Balance Maximums	Limit the number of hours an employee can have in their balance at any given time. This maximum can be a fixed amount or an amount based on a years-worked schedule, in which case it will automatically adjust when the employee passes their anniversary date.
Detailed Reports	Create detailed reports for your organization to generate human resources, payroll, financial, and audit information. Use the SmartList functionality to help with one-time information needs.
Full Microsoft Dynamics GP Product Benefits	PTO Manager is fully tested, documented, and supported by Microsoft. All planned upgrades are available, as well as robust support from the award-winning Microsoft Support Services Team.

For more information about PTO Manager for Microsoft Dynamics GP, visit www.microsoft.com/dynamics/gp.

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