

## FULL INTEGRATION WITH MICROSOFT<sup>®</sup> DYNAMICS<sup>™</sup> 365 BUSINESS CENTRAL

- Support unlimited employee numbers and records
- Create user-defined fields to match your business needs

## PAYROLL FUNCTIONALITY

- Define an unlimited number of pay controls
- Define pay cycles to suit the business
- Support multiple business locations and job types
- Enter, track and report pay by hour, pay cycle, and source
- Calculate commissions
- Track and post expenses
- Easily manage tax & regulatory updates for the U.S. and Canada
- Print your own W-2s or T4s
- Affordable Care Act compliance

## HR FUNCTIONALITY

- Define all positions within the company
- Streamline salary administration
- Ease the applicant tracking and hiring process
- Keep track of any employee-related information
- Electronically manage employee communications
- Deploy employee self-service through native Dynamics 365 Business Central capability

# NaviPayroll<sup>™</sup>



**NaviPayroll, from Serenic Software, is an integrated payroll management and human resources add-in for businesses using Microsoft Dynamics 365 Business Central. It is a flexible solution designed to work with businesses in any industry—from manufacturing and services, to distribution and retail.**

By using NaviPayroll as part of a Dynamics 365 Business Central based ERP system, organizations maintain full control of their most sensitive employee data. Data entry and calculations are completed by in-house staff, lowering the overall cost per transaction and saving expensive processing fees with third-parties.

In addition, the ability to post, store and report upon detailed ledger entries per employee or departments saves considerable time and money.

## Pay Per Use

Pay Per Use means you will only pay a monthly fee for employees actively being paid, which means if your monthly payroll run increases or decreases, perhaps because of seasonal employees, you only pay a fee per employee, per month. With Serenic, there are no annual contracts or renewals.

**You'll receive many benefits by using NaviPayroll Pay Per Use, including:**

- No annual maintenance contracts or renewals – reduce administrative tasks
- Improve cash management – only pay for employees actively being paid
- Payroll & HR resources are productive – improve efficiency of tasks
- Easy to set up and use – your team will be efficient and in total control

✓ **#1 Payroll Add-In for Dynamics 365 Business Central**

✓ **Payroll paid for nearly 1,500,000 employees**

✓ **20 years delivering Payroll & HR solutions**

✓ **24/7 Access to Support Portal**

✓ **Support team based in North America**

# Payroll Functionality and Benefits

**Designed to accommodate any unique payroll situation, NaviPayroll provides these valuable benefits:**

## Multiple Employer

- Keep all information for more than one employer within the same company.
- Flexible reporting options allow access to information for each separate employer or all employers together.
- Earnings for an employee working for more than one employer can be treated separately or combined. If treated separately, then multiple W-2s or T4s will be printed for the employee.
- Specific rates can be assigned at the employer level.

## Flexible Calculations

- Any business rule that can be mathematically or logically defined can be set up in a payroll calculation, including complicated combinations for shift differentials, piece rates, work type differentials, etc.
- Calculation “trace” functionality for following step-by-step methods allows you to troubleshoot new calculations.

## Post Liabilities to Accounts Payable

- Define specific vendors for each tax, benefit, garnishment or other employer or employee payroll expense.
- Automatically create summarized purchase invoices for each vendor, by specified date periods, to segregate accounting duties appropriately.
- Print detailed “liability to AP” reports with user-defined descriptions for each employee for garnishment authority and benefit provider reporting.

## Post Labor Burden

- Post employer-paid expenses directly to “jobs” and/or “departments” through this periodic activity.

## Mass Updates

- Update employee-specific pay or benefit rates by a percentage adjustment, an amount adjustment or a specific value.
- Attach specific groups of payroll controls to one or more employees in a single step.



## Automatic Accruals

- Automatically post liabilities and expenses to specific closing dates before or after the actual payroll posting date.

## Direct Deposit

- Define unlimited bank accounts (savings or checking) per employee with amounts determined by dollar or percentage of net pay.
- Produce a user-defined export report to meet individual bank requirements.

## New Employee Setup Wizard

- Easily set up new employees by following a step-by-step setup wizard.
- Define which fields are required, ensuring that each record has all necessary information.

## Employee Validate Function

- Easily determine any missing details of the employee set up to ensure the system properly calculates employee taxes, benefits, garnishments, etc.

## Time Journal

- Enter employees’ hourly time manually or import via Dynamics XML port directly from a timeclock or time entering system.
- Interfaces directly with jobs, departments and resources.

# Human Resources Functionality and Benefits

**NaviPayroll includes a fundamental human resources module enabling companies to efficiently direct and manage daily HR processes including:**

## Position Management

**Ease the hiring process.**

This feature allows you to define all positions within your company, including specific information that is standard for the position. Pertinent information will automatically flow to the employee once the position is assigned to them (e.g., rates, department and standard payroll controls such as earnings, hours, accruals and benefits).

## Recruitment

**Rate all applicants based on qualifications with the interactive Applicant Qualification Overview feature.**

Whether you are recruiting internally or externally, finding the right candidates for an open position is extremely important. It also can be one of the most time-consuming tasks a human resource department can undertake. HR Recruitment streamlines this process for your HR.

Applicant specific information relating to open job requisitions can be accessed through an applicant card or a job requisition card, including expected salary, willingness to relocate and availability. An analysis tool is available to assist in determining the most qualified applicant for an open position.

## Pay Structures

**Simplify complex rates of pay.**

Pay Structures allows payment using a company pay grid rather than individual employee rates of pay. When new rates are required or existing rates need to be adjusted, you can easily copy an existing pay grid with a new effective date and make the changes, then you can mass update all employees for those changes to take effect. Effective dates are available through many different areas of NaviPayroll, so you can load a new rate into the system in advance of the change.

## File Attachment

The File Attachment feature allows you to store documents directly on the record (e.g., store a performance review on an employee card).

## Self Service Functionality and Benefits

Self Service capability reduces the daily interruptions payroll and human resources staff experience. NaviPayroll leverages the native web client found in Dynamics 365 Business Central to provide secure access to employee information.



USA | Canada | UK  
marketing@serenic.com  
www.serenic.com

TF: 800.289.2014  
TEL: 303.980.6007

