# NEOED

## HRIS

**MANAGE**

**Built specifically for educational institutions,** our HRIS simplifies the management and visibility of benefits, time & attendance, payroll, and administrative data for managers and employees alike.

## CORE HR

Allow HR, managers, and employees to collaborate in one space that services all the institution's administrative needs, while maintaining strict compliance

**HR**

- Salary administration
- Approvals & workflows
- Effective dating
- Union contracts
- Mass salary updates

**Employee Self-Service**

- View leave banks
- Print pay stubs and W2s
- Request changes to personal information
- Maintain timesheets
- Benefits enrollment

**Position Management**

- FTE tracking
- Scales/Steps and Ranges
- Mass rate changes
- Premiums
- Distribution codes

## BENEFITS

Manage all employee, plan, and enrollment types in one place for increased transparency, across every department of your institution

**Plan Definitions**

- Define plan, coverage and rate data
- Wide variety of benefit plans
- Schedules based on employee group, type, union, status
- Overrides at the employee level

**Enrollment**

- Open enrollment
- New hire enrollment
- Qualifying life events

**Contributions**

- Complex calculations
- Seamlessly integrated with Payroll
- 834 Carrier Exchange

# PAYROLL

Save time with an easy-to-use system that can handle complex education payroll requirements

### Compliance

- Compliance with the latest taxation (down to local level)
- FLSA & retro calculations
- General ledger & costing
- Vendor payments

### Forms

- W2s, 1095s/1094s, and more
- Online pay stubs
- Tax filing and payment
- Year end services
- ACH services
- Wage order payments

### Integration

- Fully integrated with Benefits and Time & Attendance
- Financial/GL Integration
- Data extract capabilities

# TIME & ATTENDANCE

Easily manage time & attendance with a solution that addresses specific education needs while providing increased visibility

### Configuration

- Attendance/Leave tracking
- FMLA and comp time tracking
- 9/80s, 4/10s, overtime rules, etc.
- Shift differentials & premiums
- FLSA calculations

### Automation

- Online timesheets
- Mobile time entry
- Offline punching
- Timesheet approvals
- Exception based timesheets

### Integration

- Time clocks
- GPS tracking
- Leave banks
- Job/fund costing
- External clock file feeds

*"NEOED is the first thing I log into every morning when I get to work.* ***It's my every day, go-to process.****"*

*Sharlah Harvey*
*Copper Mountain College*

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