

Payroll & Personnel

Collect and Maintain Critical Human Resources Information

Jenzabar EX Payroll & Personnel enables you to collect and maintain critical Human Resources information, so you can easily access vital statistics and manage all of your HR processes with maximum efficiency, from hiring to benefit tracking, from payroll processing to compensation. Payroll & Personnel facilitates relationship tracking via the fully integrated Jenzabar EX database, which delivers a seamless interface with Jenzabar EX Financial Aid and Jenzabar EX Accounts Receivable.

Collect and Maintain Critical HR Information

- Monitor time and attendance
- Process payroll
- Manage positions
- Define and manage benefits
- Manage and track compensation

Monitor Time and Attendance

- Record actual hours worked, benefit accrual and use, and defaults for regular hour employees
- Accrue, reduce, and maintain benefit time based on an unlimited number of accrual tracks
- Track leaves of absence
- Record and report performance review and salary history data

Process Payroll

- Process payments to employees in a timely matter
- Use default times for hourly employees to minimize workload
- Process direct deposits and check-based payrolls
- Manage federal and state wage and tax reports
- Maintain master information, including position and salary history
- Handle multiple work shifts, including rates and differentials

Manage Positions

- Maintain data on interested and qualified applicants
- Enter new position rates prior to actual effective dates

- Track open and filled positions, classifications, and salary ranges

Define and Maintain Benefits

- Define and track accrued benefits and accrued time, such as vacation time, sick time, and personal time
- Link each job position with a particular benefit plan
- Maintain an unlimited number of beneficiaries

Track, Manage, and Maintain Compensation

- Link any or all positions to compensation plans
- Manage and track each employee's compensation adjustments
- Maintain a history of compensation changes
- Track multiple accrual methods, rates, and limits

Comprehensive Reporting

- Distribution reports
- Deduction reports
- Tax reports
- Quarterly reports (federal and state)
- Entitlements and benefits reports
- Retirement reports and check registers by company, payroll, and employee
- Performance and salary reviews
- Staff directory
- EEOC, IPEDS, and CUPA reports
- Applicant diversity report
- Applicant position and employee list by position

Additional Functions and Features

- Offers unlimited number of pay codes, deductions, benefits, and local taxes
- Updates the General Ledger as a summary by account and by payroll
- Produces annual W-2 forms
- Provides electronic filing and reporting
- Generates employment contracts

Streamline Operations with Jenzabar EX

Offered on the industry-leading Microsoft® SQL Server platform, Jenzabar EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you to streamline operations and optimize your business processes.

- Shared database eliminates duplicate work, increasing administrative productivity and accuracy
- Powerful reporting tools provide end-user access to essential information and processes
- Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules

Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

- Accounts Payable ▸ Accounts Receivable ▸ Admissions
- Advising ▸ Alumni Development ▸ Financial Aid
- Fixed Assets ▸ General Ledger ▸ Non-Traditional Student
- **Payroll & Personnel** ▸ Purchasing ▸ Registration ▸ Student Life

The Jenzabar® Advantage

In today's competitive world, institutions of higher education need every advantage to achieve their mission and goals—from innovative software to strategic expertise and client-tailored services. Find it all in one place, delivered by a strong technology partner dedicated to your success: that's the Jenzabar advantage. Our family of fully integrated products includes:

- Award-winning, proven ERP systems ▸ Constituent relationship modules & award-winning campus portal ▸ Learning management system ▸ Retention management solution ▸ Institutional intelligence solutions ▸ Continuing education systems

Build Lifelong Relationships with Jenzabar

You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which let you offer Web-based self-service to all constituents. CRMs provide tight integration between Jenzabar EX and our Web portal, Jenzabar's Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX. Jenzabar gives your institution the power to build lifelong relationships with every constituent—so candidates become students, students become graduates, and alumni become donors.

Count on Jenzabar for comprehensive solutions that help you manage data throughout the student lifecycle and across the campus. From Admissions to Advancement, we're with you all the way to maximum success.

Jenzabar, Inc.

Jenzabar, Inc. is a leading provider of enterprise software and services developed exclusively for higher education. With more than 35 years of combined experience offering technology solutions to colleges and universities, Jenzabar is the trusted partner of choice to 700 campuses worldwide, including private liberal arts, state, and community colleges and business, medical, law and other graduate schools.