

# HUMAN RESOURCES + PAYROLL

# Automate Human Resource (HR) Processes and Efficiently Process Complex Payroll While Ensuring Adherence to Local Laws and Regulations

## Spectrum® HR and Payroll

Spectrum HR and Payroll manages hiring processes, employee benefits and payroll by providing:

- + Employee management and benefits
- + OSHA Forms and incident reports
- + Important date tracking
- + Certified Payroll
- + Multi-state and multi-company payrolls
- + Union payrolls
- + Online time entry for employees
- + Comprehensive Security

**Streamline employee data management** by securely recording and tracking personnel information across Spectrum. HR and Payroll provide easy access to all the information you need for effective, confidential and efficient employee management.

**Create a secure virtual filing cabinet within Spectrum** and do away with keeping paper employee records in your office.

**Maintain employee confidentiality while giving assigned personnel access to information they need to do**



**their jobs** with a secure central location for tracking all data related to HR management.

**Fully automate employee management** with a structured, yet flexible, way to track applicants, set up new employee information and employee benefits, track vacation accruals, document performance reviews, perform salary adjustments, track drug and alcohol testing, document OSHA and safety requirements, and record skills and certifications.

**Quickly access complete personnel information** including review forms, training logs, direct deposit and earnings history from the Employee Info Bar.

**Identify safety trends and reduce the likelihood of accidents** with incident reports that can be specific to employees, days of the week or time of day. Create OSHA incidents using 300, 300A or 301 forms.

**Be proactive and stop worrying about deadlines** with automatic alerts on everything from required training and certifications to benefit eligibility and anniversary dates.

**Protect your business from overpayments** as Spectrum automatically calculates the appropriate local, state and federal income taxes and withholds payroll taxes based on where work was performed.

**Provide employees working for more than one company during the same pay period with a single paycheck**

thanks to Spectrum's versatility and support of multiple tax identification numbers.

**Manage union payrolls with ease**—Spectrum handles multiple variables associated with unions, including cash benefits, deductions and add-ons.

**Stay current as union contracts change**, the software updates pay rates, even if the change occurs in the middle of a payroll cycle the previous and new rates will be reflected on a single paycheck.

**Offer all your employees the ability to enter their time online**, to view and print their payroll check stubs and to print out their W-2 forms with Spectrum's Employee Kiosk, regardless of your number of Spectrum licenses.

**Protect sensitive and confidential portions of personnel records** including performance issues, dates of birth and results of drug and alcohol testing with Spectrum's multiple layers of user-defined security.

**Control who can create, view, modify and delete employee data** by giving key personnel individual security privileges to see only the records necessary to perform their roles.

**Maintain date- and time-stamped records of any activity preformed within HR** including who made the changes, as well as the original and updated information within the software's Audit Log.



## Mobile Solution: Payroll Time Entry

The Payroll Time Entry app, developed for Android and Apple tablets and smart phones, lets supervisors and project managers quickly and easily enter labor and equipment hours directly from the job site. Users simply select the appropriate job then enter time for all employees and equipment assigned to that job. The app lets users assign and reassign people and equipment as needed, and provides tracking for supervisors to use when monitoring the labor and equipment costs associated with their jobs.

## Snelson Companies Stays a Step Ahead with Spectrum® Payroll

When it came to payroll, Sedro Woolley Washington-based Snelson Companies found itself bogged down in paperwork. All time sheets—from multiple employees on multiple jobs in the field—would come into Snelson’s payroll department and would be manually entered into Spectrum using the payroll pre-time entry function for each employee. Seeking to streamline these processes and avoid duplicate entries, Snelson, a longtime Spectrum user, worked with Dexter + Chaney to find a solution. The result was a reliable way to let field staff/supervisors enter time daily on the jobsite.

“It’s very easy with Spectrum to import data from the field,” said Aimee Johnson, Snelson’s accounting system and P-card administrator. “We use Spectrum Data Exchange to give all of our field staff the ability to enter time daily. This results in fewer errors, much less processing time, no duplication of effort and a more accurate tracking of actual labor costs for each job.”

Snelson combines the use of Spectrum Data Exchange with Spectrum’s time entry workbook. These features help close the gap between the field and the office by opening access of Spectrum to employees outside of the walls of the accounting or human resources offices.

“Switching over to using this workbook and using this import process, it is a lot simpler for multiple people to complete the form and then automatically import it into the system” Johnson said.

“Now, our payroll department sees the whole picture. We have different jobs submitting time and



people could be moving around between jobs. So we see payroll data for the whole week, per

person instead of spending time doing the manual daily entries.”

The result, Johnson added, has been lower overhead in the payroll department, a reduction of paper, fewer errors, and more time to concentrate on other payroll matters, such as federal and state compliance, providing bidding/estimating data, and process improvements. “It used to be that it was at least a solid week for our payroll department to process time and payroll information, and now that it is being done in the field, it is usually a one- to two-hour process. That includes checking employees’ pre-time reports in Spectrum, making any adjustments, verifying the final payroll reports, and processing the payment.”

The enhanced payroll capabilities also were important to Snelson from the project management side. “We need to know where our jobs stand on a daily basis in terms of labor costs. Labor costs

typically make up 60-70 percent of our entire job, so getting that information and having that available to the field was one of our top priorities,” Johnson said. “It used to be at least a week and a half before we were getting costs to project managers, just due to the payroll processing factor. But now utilizing our current processes with Spectrum, and having the field staff enter time daily and importing it, it is available and in the system for their use—on a daily basis. The very next day, they can see where they’re at on their jobs.”

Snelson also uses Spectrum’s HR capabilities to track employee training and certification and documents related to payroll and employment. “Spectrum’s Payroll and HR capabilities gives us the total package to streamline employee data and effectively track documentation, handle multiple pay rates, manage union wages and much more!”

