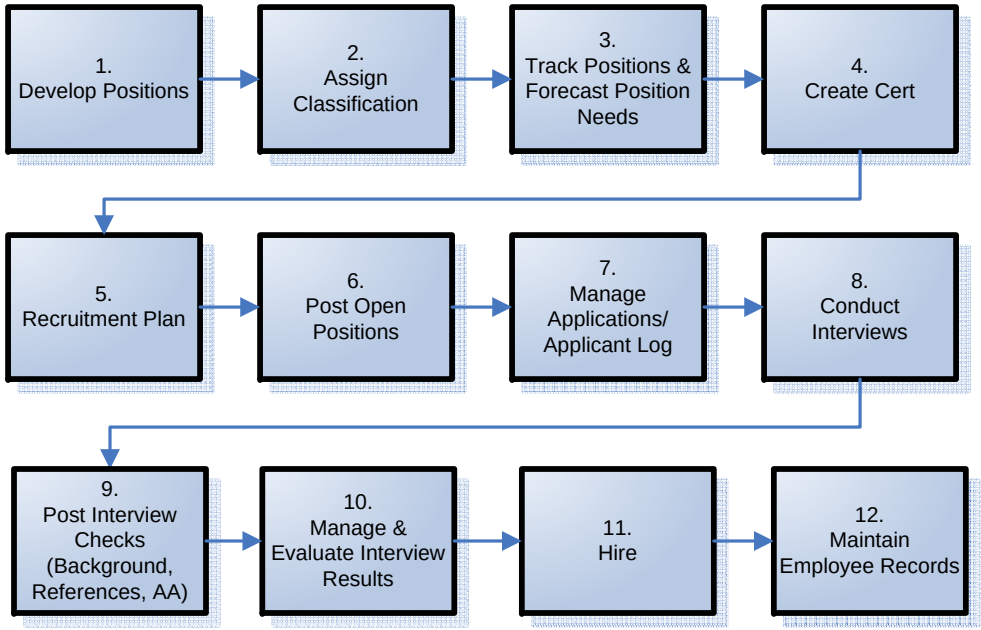
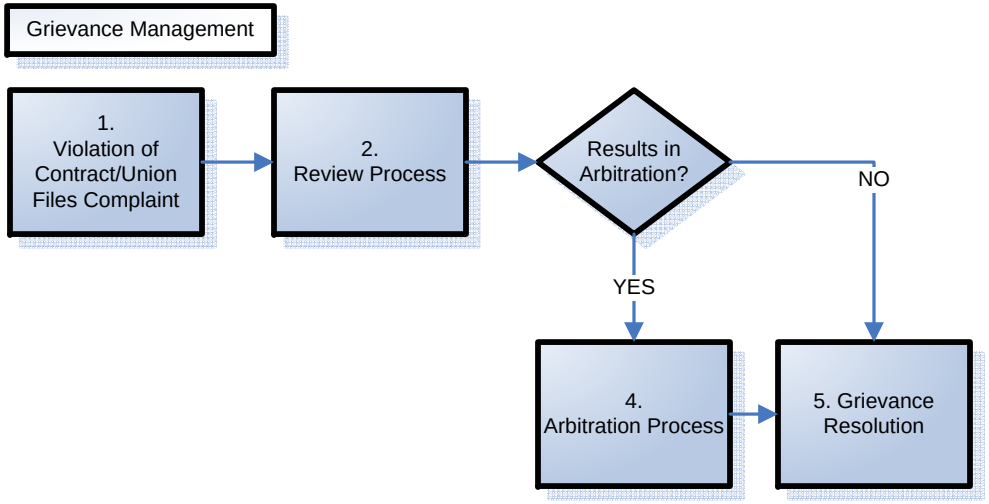
Human Resources

Employee Recruiting to Hiring

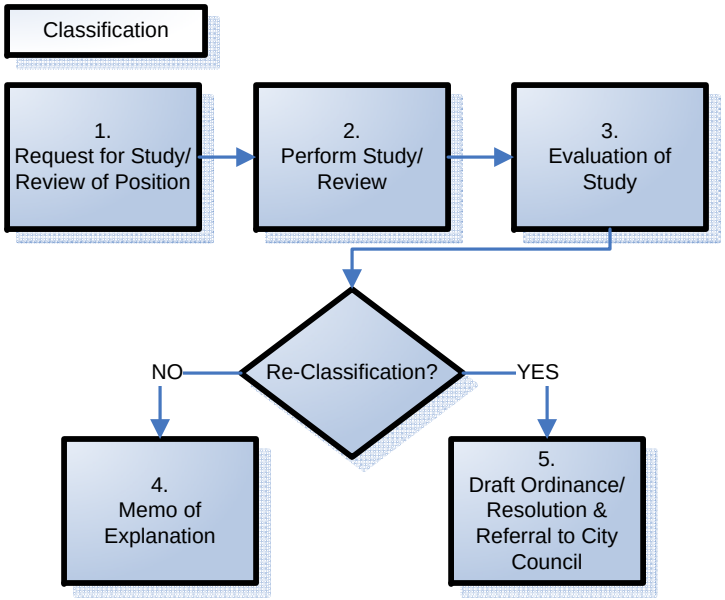


Termination, Retirement, Voluntary Leave

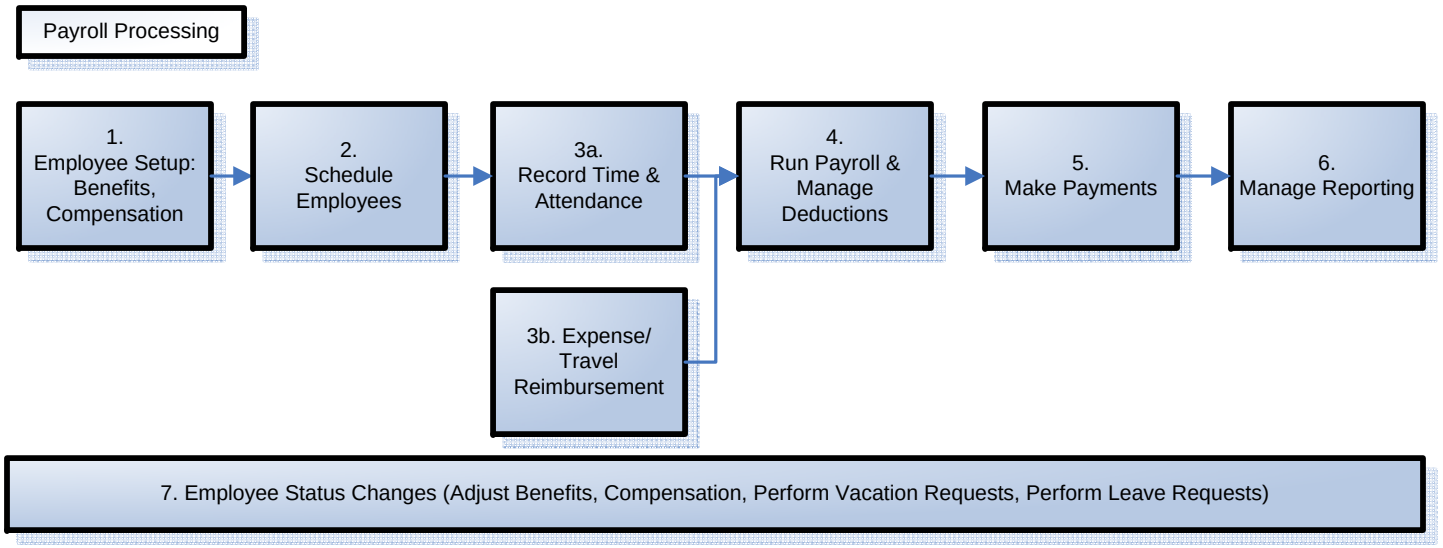
Grievance Management



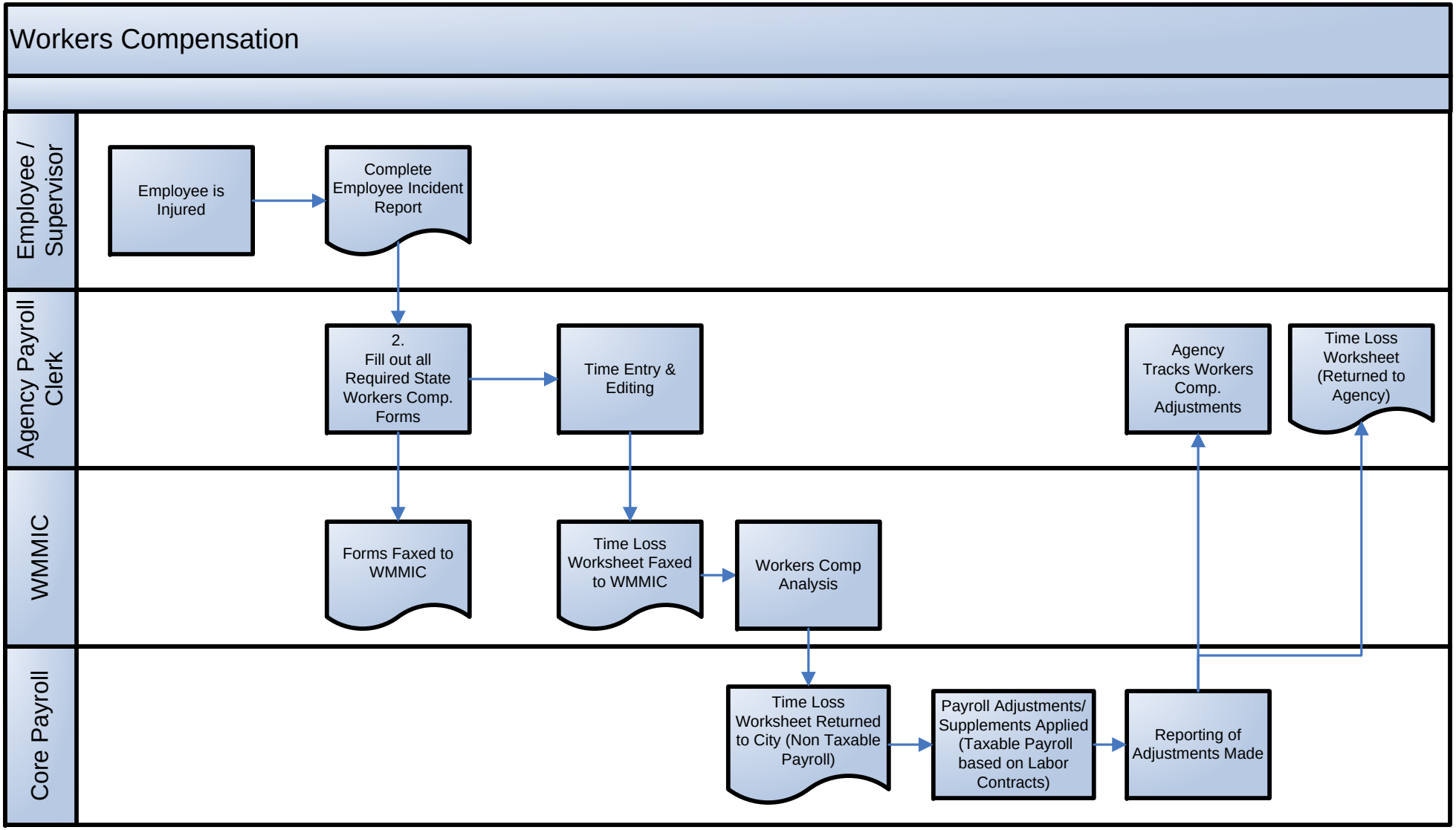
Classification



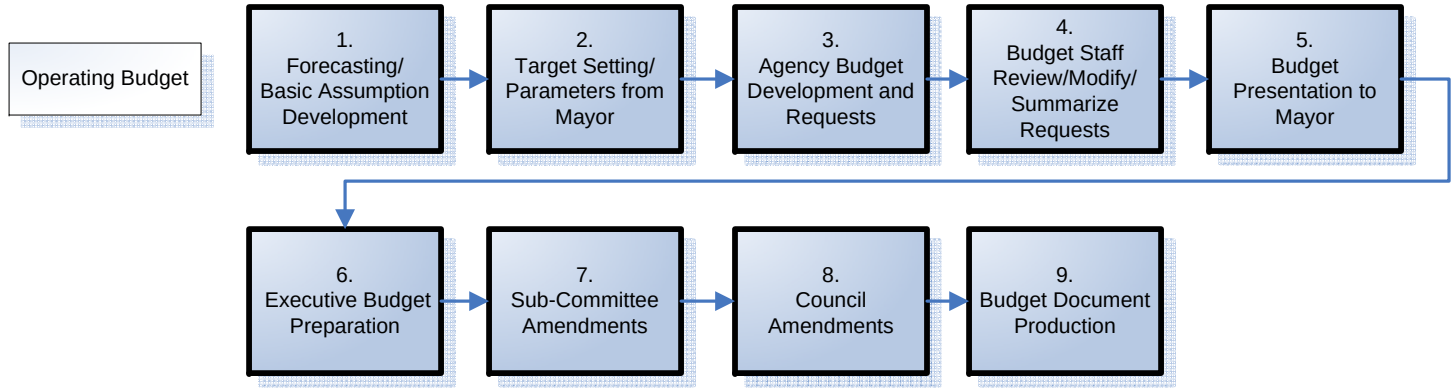
Payroll

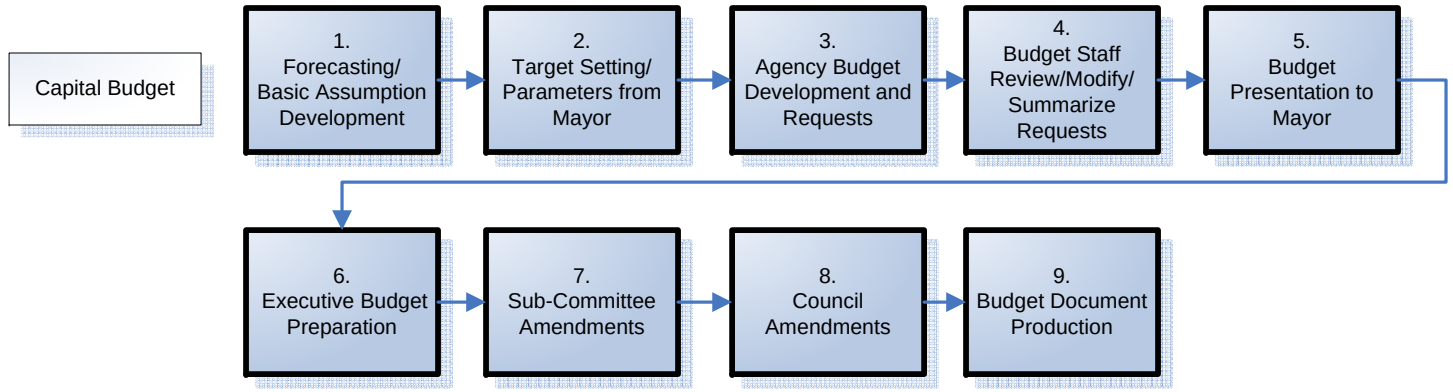

Payroll Processing
1.
Employee Setup:
Benefits,
Compensation
2.
Schedule
Employees
3a.
Record Time &
Attendance
4.
Run Payroll &
Manage
Deductions
5.
Make Payments
6.
Manage Reporting
3b. Expense/
Travel
Reimbursement
7. Employee Status Changes (Adjust Benefits, Compensation, Perform Vacation Requests, Perform Leave Requests)

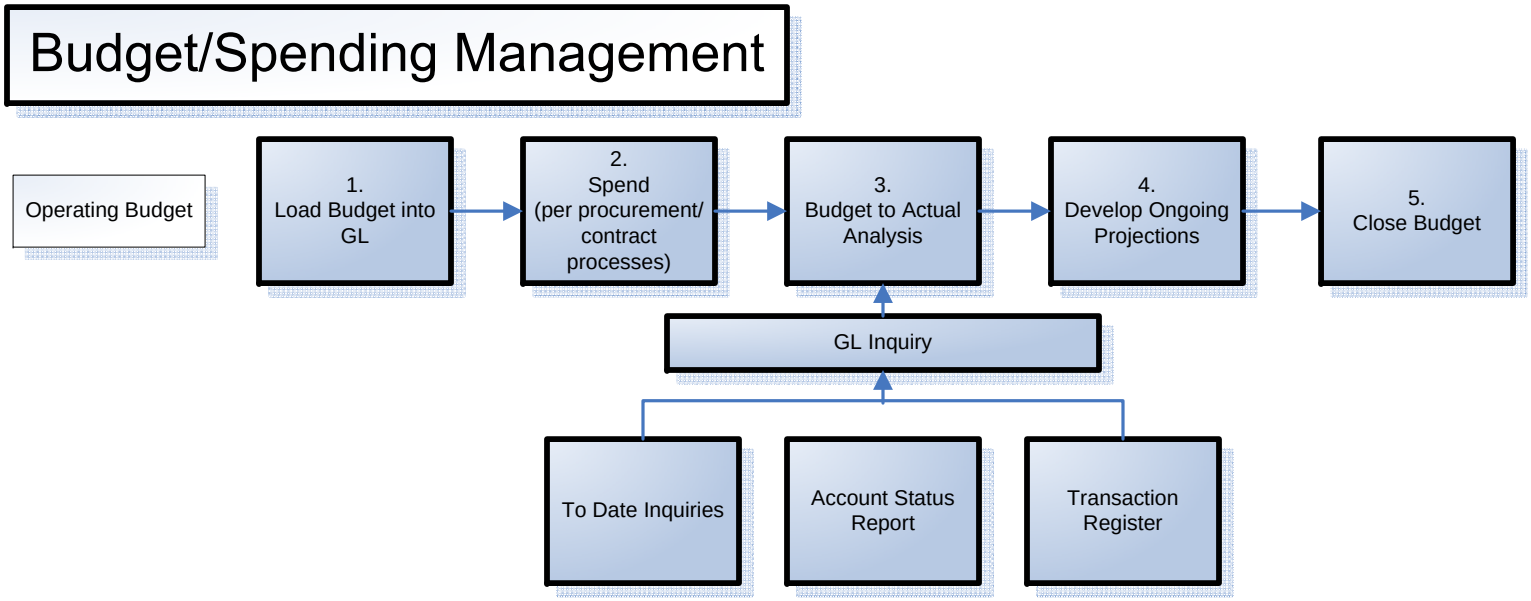
Payroll

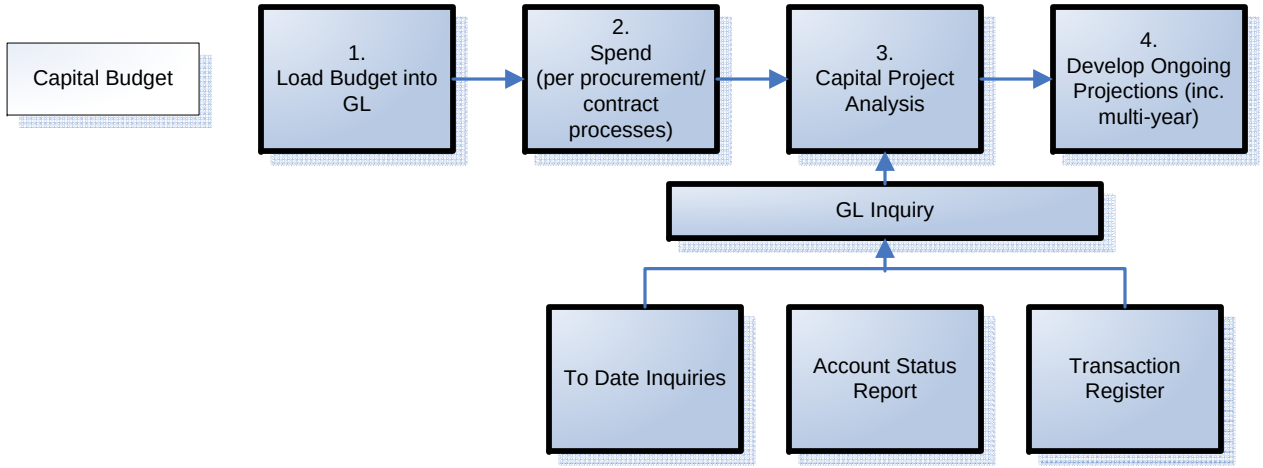

Workers Compensation
Employee / Supervisor
Employee is Injured
Complete Employee Incident Report
Agency Payroll Clerk
2. Fill out all Required State Workers Comp. Forms
Time Entry & Editing
Agency Tracks Workers Comp. Adjustments
Time Loss Worksheet (Returned to Agency)
WMMIC
Forms Faxed to WMMIC
Time Loss Worksheet Faxed to WMMIC
Workers Comp Analysis
Core Payroll
Time Loss Worksheet Returned to City (Non Taxable Payroll)
Payroll Adjustments/ Supplements Applied (Taxable Payroll based on Labor Contracts)
Reporting of Adjustments Made

Budget Development

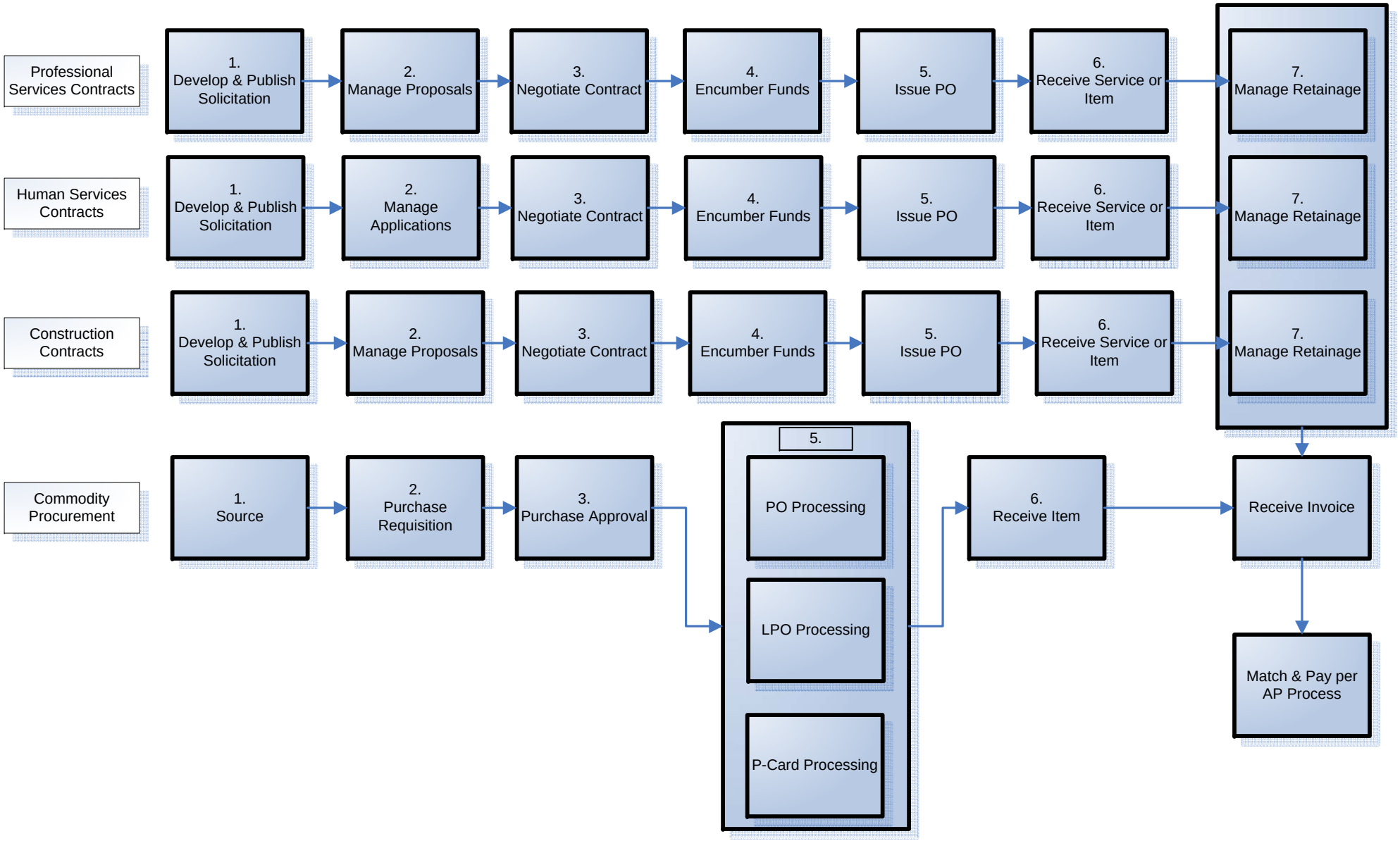





Budget/Spending Management
Operating Budget
1.
Load Budget into GL
2.
Spend (per procurement/ contract processes)
3.
Budget to Actual Analysis
4.
Develop Ongoing Projections
5.
Close Budget
GL Inquiry
To Date Inquiries
Account Status Report
Transaction Register


Capital Budget
1.
Load Budget into GL
2.
Spend (per procurement/ contract processes)
3.
Capital Project Analysis
4.
Develop Ongoing Projections (inc. multi-year)
GL Inquiry
To Date Inquiries
Account Status Report
Transaction Register

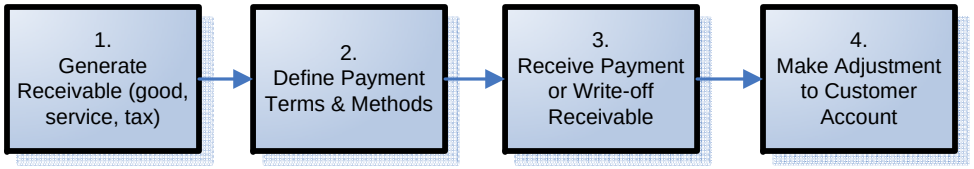
Procurement & Contracts



Financial Processes

Accounts Payable

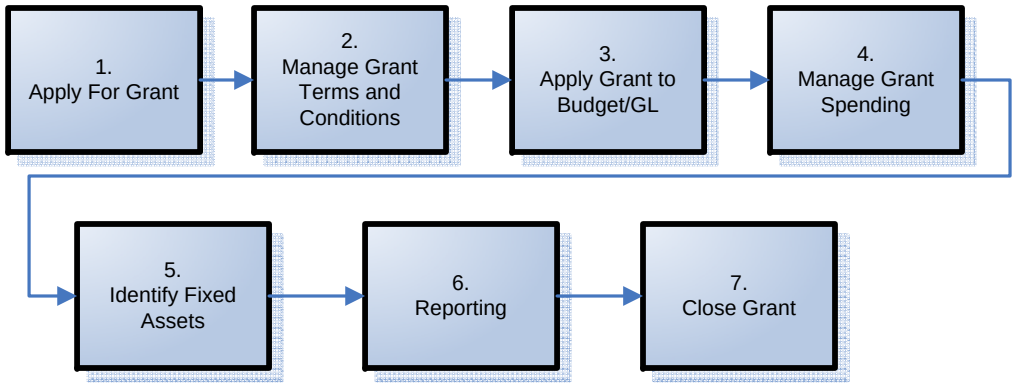
Accounts Receivable



General Ledger

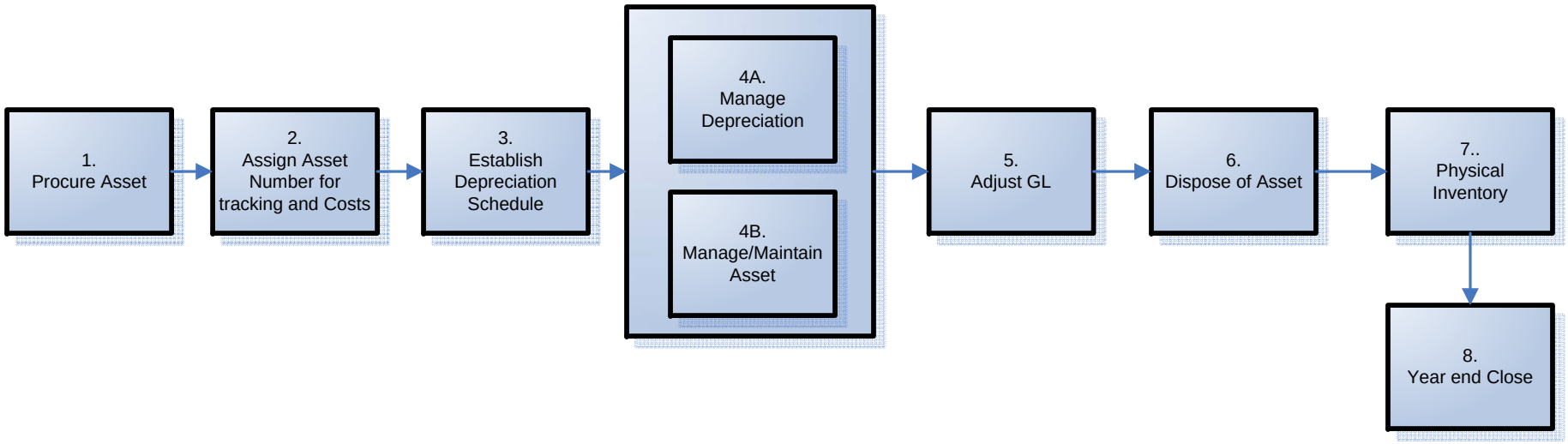
Financial Processes

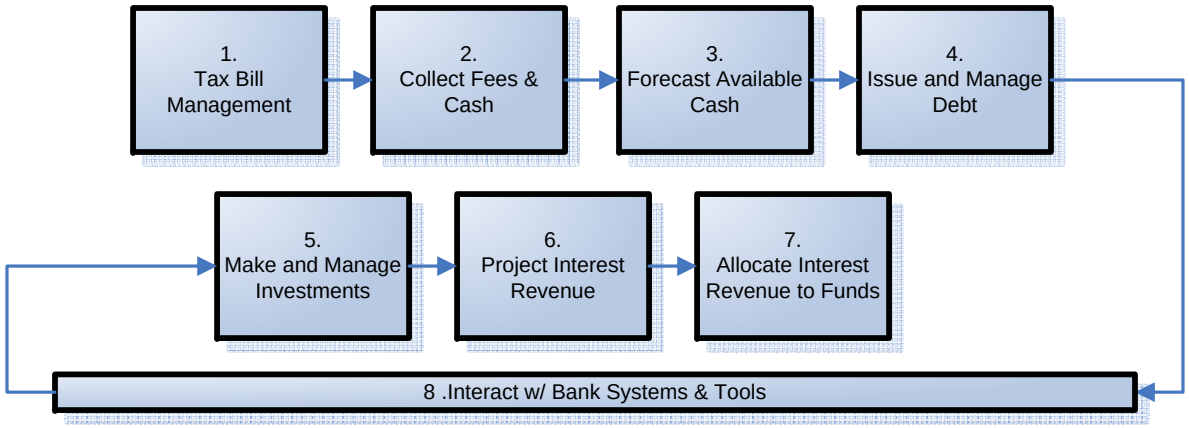
Grant Management



Financial Processes

Asset Management



Financial Processes

Cash/Debt Management & Investments