

LOCAL GOVERNMENT CORPORATION



714 Armstrong Lane, Columbia TN 38401



<http://www.localgovcorp.com> Phone (800) 381-4540 Fax (931) 381-0678 marketing@localgovcorp.com

Payroll & Personnel

A comprehensive system designed to manage all aspects of the payroll process and to assist in the management of personnel records at cities, counties, school systems, and public utilities.

Payroll System Features

- An extensive history by date range is maintained and includes details of individual pay amounts, deductions, raises, promotions, etc.
- Unlimited number of user-defined forms and reports are created from current and historical records.
- System security will allow or deny access to part or all of the data held within the Payroll System.
- ACH Direct Deposit all employees' pay or certain employees' pay.
- Vendor check writing features.
- System tracks all leave types including vacation, sick leave, and comp time.
- Calendar feature interface



Potential Uses

- Standard Payroll
- Bonus & Supplemental Payments
- Void Checks
- ACH Direct Deposit
- Period End Reporting
- Print W-2 Forms
- Leave Tracking
- Link To General Ledger
- Check Printing
- Bank Reconciliation

Access Methods

- Check Number
- Check Date
- Name
- Department
- Employee Number
- Vendor Number

Interfaces

- System Z General Ledger
- System Z Work Orders (Job Costing)
- System Z Vehicle Maintenance

Base Payroll

The Base Payroll system is the foundation of our total payroll/personnel solution. It provides a comprehensive and flexible payroll records management, check processing, accounting, management reporting, and benefit/deduction management environment. The base payroll system allows you to create, maintain, and store detailed payroll records. You can define an unlimited number of payrolls and user-defined pay types. Pay frequency, tax tables, retirement, leave tables, leave type, deductions, benefits, unemployment groups, vendors and payroll departments/locations, and pertinent calculation methods are completely user-defined.

The Base Payroll system can handle an unrestricted variety of deductions and benefit plans, including 401K, union dues, matching funds, earned income credit and cafeteria plans. Payroll charges for a single employee can be distributed across a unlimited number of accounts. The payroll system easily handles shift differential calculations and accommodates multiple taxing entities per employee. The system allows you to issue, change, void, delete, and/or reverse manual employee and vendor checks. Regular payroll time entry, adjustments, calculations, and check processing is easy and the system supports custom check printing options. The base system handles all special payrolls and direct deposits to multiple recipient banks. It also provides complete, unlimited history files for checks, employee earnings, deductions, etc. The base payroll system is completely integrated with the Personnel system as well as System Z's General Ledger, Plant Accounting/Work Order Management, Vehicle Maintenance, and Accounts Payable systems.

All payroll information, including employee master records, pay, deductions, leave information, and check history can be viewed, entered, or changed via a single point of entry. The system allows inquiries by full or partial employee name, employee number, and location. A comprehensive user-security environment is a standard LGDPC feature.

The Base Payroll system provides a full range of governmental, payroll processing and management reports including: Social Security Reports, Unemployment Report, W2's (report and/or tape), Retirement Reports, Input Register, Deduction Register, Leave Register, Detail Distribution Report, Salary Listing, Employee Earnings Report, and Leave Liability Report.

Personnel

The Personnel system delivers the tools you need to hire, manage, and develop your human resources. The personnel module allows you to enter, track, and manage detailed employee records. You can create and maintain an unlimited number of job and position descriptions. A complete and easy-to-use facility is provided to create and track job applications. The system features a flexible tool for creating multiple-level pay and skill charts for absolute pay grade and step management. It provides evaluation and review reminders. The Personnel system provides a complete and very flexible personnel action environment that allows you to easily process reviews, promotions, leave of absences, suspensions, terminations, disability leaves, etc. The Personnel system is completely integrated with the Basic Payroll system. It provides an impressive array of reports including EEO Reports, Personnel Action Forms, and Skill Level Charts.

Other Modules

The Bank Reconciliation module provides a complete check reconciliation facility for payroll-related checks and accounts. The Detail Entry of Times module offers you the ability to post employee hours and other labor costs directly to work orders and process these posted hours during the normal payroll process. This module is completely integrated with System Z's Plant Accounting/ Work Order Management System.

The unique Employee Calendar system offers a desktop-like calendar interface for entering employee attendance, insurance information, and general notes and comments for each employee. The Calendar interface can also be used as an alternative means of posting employee hours and leave information, and all entered payroll information is processed during normal payroll procedures.

The User Defined Reports system allows you to create, format, and print custom "ad-hoc" reports quickly. No programming skills are required and there are no complex commands to learn. Our user-defined reports are created via

on-line menu selections. All user-defined reports are printed from a menu like any other LGDPC report.

Options

LGDPC systems are "parameter-driven". You can customize your system to meet your individual payroll/personnel requirements simply by choosing menu options displayed on screen. This powerful feature allows LGDPC systems to serve as an effective solution to the payroll/personnel needs of cities and multi-service utilities. LGDPC systems are also completely modular. This allows you to "build" your system piece by piece to fit your individual needs as well as your budget. LGDPC applications are designed to be easy to learn and use because they are built from the ground up to match the way your payroll/personnel staff actually works. Each application incorporates a flexible menu system and logically designed procedures to ensure that each of our customers are able to quickly utilize the full capabilities of their systems. LGDPC guarantees your software investment through regular upgrades and enhancements to your payroll/personnel systems.

Support

All LGDPC systems are backed by our fully-staffed, full-time Support Center. A toll-free phone call puts you in touch with the Support Center's professional and experienced staff to answer pertinent questions. The Support Center offers a wide variety of additional services such as modem- and internet-based support, automated file conversions, disaster recovery services, and advanced training seminars. The Support Center also responds to Support E-mail.

Training

Our experienced installations and training personnel work with each customer's payroll and personnel staff to ensure that your system is configured to meet your specific needs, that all personnel are fully trained, and that your system quickly becomes an invaluable tool supporting your "real world" system needs.

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