

# Solutions for employers

## Payroll and employee management



For nearly 40 years, companies of all sizes across Canada have trusted us to manage their payroll and human resources. We've built a solid reputation based on our personalized service and robust, innovative, user-friendly payroll and human resources solutions. Our focus is to help you achieve your business goals by putting our extensive expertise to work for you.

Scalable to your work environment, our solutions allow you to:

- maintain control over your strategic functions
- focus fully on your company's main activities
- free your managers from administrative tasks
- enhance your organization with our expert knowledge of payroll and human resources

## Payroll management

Payroll processing is a critical task. It requires attention to detail under tight deadlines, and it can be very time-consuming. Our payroll solution streamlines and automates the process, reducing your payroll administration costs. Plus, we provide support through every step of the process.

No matter how your company is structured, our payroll solution can adapt to meet your needs and ensure that all Canadian regulatory requirements are met. Here's a brief description of the main components, though of course we can include additional features for larger companies with more complex needs.

### Payroll processing

- Gross-to-net payroll processing at the pay frequency you choose
- Cheques or direct deposit at any financial institution

### Remittances

- Source deductions and management of government remittances (EI, CPP/QPP, EHT, personal income tax, etc.)
- Remittance management to avoid delays and late penalties

### Issuing of government tax slips and year-end activities

- Production of federal and provincial tax slips (T4, T4A and Releve 1)
- Government year-end summaries (federal only)
- Training and support during year-end activities

### Integrated management tools

- Payroll simulator
- Customized fields to meet your needs
- Automated reminders and mass modifications

97.8% satisfaction rate<sup>1</sup>

## HR management

Take your payroll solution to the next level with the Human Resources Management module, which compiles all your employee activity and development information in a single solution. All your information is up to date and accessible from a central location.

1. Écho Sondage satisfaction survey

- Centralized location for your employee records and quick access to information and documents relating to assignments, compensation, benefits, resumés, offer letters, etc.
- HR overview of absences, performance reviews, workplace accidents, training, disciplinary measures, etc.
- Tools that equip managers to make the right decisions at the right time.

## Time management

Our payroll solution includes time management options that simplify the way you track and schedule employees' hours. Choose from three options:

- **Electronic time sheets:** let employees track their own time for managers to approve
- **Time clock:** automate employee time and attendance tracking
- **Scheduling:** quickly create schedules and distribute them instantly to employees

## Optional management tools

**General ledger interface** — Transfer payroll entries to your accounting system electronically.

**Reports** — Generate your own customized reports or use and edit the standard options.

**Group insurance management module** — Automate calculations for your group insurance plan. Run simulations of coverage changes so you can easily answer your employees' questions.

## Self-service and mobile features

Your employees can access their personal information securely online or on our mobile app. They can view their paystubs, tax slips and time bank, search your employee directory, and submit leave requests. You can also use the self-service tool to post messages and upload documents for specific people or the entire company.

## Client service

We offer much more than just management software. You also receive support and expertise from over 420 specialists whose primary goal is to make sure you have the best possible client experience. From the first time you call us, you'll see how our service sets us apart from other providers:

- Answers to your questions about technical issues and payroll rules
- Expert assistance through every step of the payroll process, all year round
- Free training when you sign up
- Annual training program
- Regular communications and technical documents to keep you up to date
- Help with your year-end processing needs

## For more information, see our other reference documents:

- Employee wellness solutions
- Employee management and wellness solutions

### Or contact us at:

**514-356-5050 or 1-888-311-1616**

**[desjardins.com/employer-solutions](https://desjardins.com/employer-solutions)**