

Integrated Payroll, HR

OptiPro provides comprehensive, [unified payroll and human resources solution](#) ideal for businesses that need advanced capabilities and HR integration. Designed for the U.S. and Canada, each module can work independently or [as an integrated system](#) sharing a common database.

The software's functionality supports:

•• Human Resource

Benefit enrollment and tracking for employee and family

- Develop and monitor employee training and certification plans
- Employment equity including EEO-1 and EEO-4 reporting
- Administer detailed user definable absences such as vacation, sick, FMLA, and more
- Manage prevailing rates for certified payrolls including pay grids and pay ranges
- Detailed ACA record tracking, reporting, and filing

•• Payroll

Unlimited number of earnings, benefits, deductions, accruals, overtime banking, bonuses, advances and payroll taxes

- Build your own formulas and scripts to automate complex payroll calculations
- Emailing of pay stubs and T4's to employees securely
- Customize checks with MICR
- Including General Ledger Report, Employee History, WSIB Report

•• Time & Attendance

Web based timesheet and electronic approval

- Entering of time by employee or any designated person
- Allows for one level of approval before processing
- Allows employees to enter absences based on entitlement balances
- Web clock for quick sign in/out
- Expense entries for reimbursement
- Supports FMLA rolling 12-month calendar

•• Employee Self-Service

View time off entitlements and request time off

- View and print pay stubs and pay history
- Manage personal records and emergency contacts
- Employees can enroll/decline benefit plans
- Employees can review, record, and update reviews such as peer reviews, 360 reviews, managerial reviews, and more based on user definitions
- May be accessed from any device such as PC, MAC, or mobile devices

