

COLLEAGUE HR PAYROLL SOLUTION

ACHIEVE CONTROL AND CONVENIENCE

An integrated component of the comprehensive Colleague Enterprise Resource Planning (ERP) suite, Colleague HR's Payroll Solution supports employee-focused, integrated payroll functions across your entire institution.

Featuring an intuitive user interface, the solution provides seamless setup, processing, maintenance, and reporting of employment and payroll information—helping you meet your institution's business needs.

Your Payroll office can generate and process payroll checks and direct deposits in groups or individually, while maintaining precise audit trails. Your employee benefit contributions, leave accruals, and other payroll deductions are automatically updated—in both summary and detail formats.

With WebAdvisor for Employees, Datatel's Web self-service solution, Colleague HR's Payroll Solution also promotes employee self-service, making it possible to submit and approve employee time and leave via the Web.

You can also offer employees pay advices online, which eliminates the labor costs associated with printing and distributing pay advices. Employees can also conveniently view their historical pay information at any time.

Your Payroll office no longer has to manually balance payroll accounts and reconcile checks. You can also post payroll account balances to the general ledger and maintain running balances on employee history records. All payroll records and processes are brought together under one database. In addition,



you can electronically transmit vendor payments and post employee direct deposits with ease.

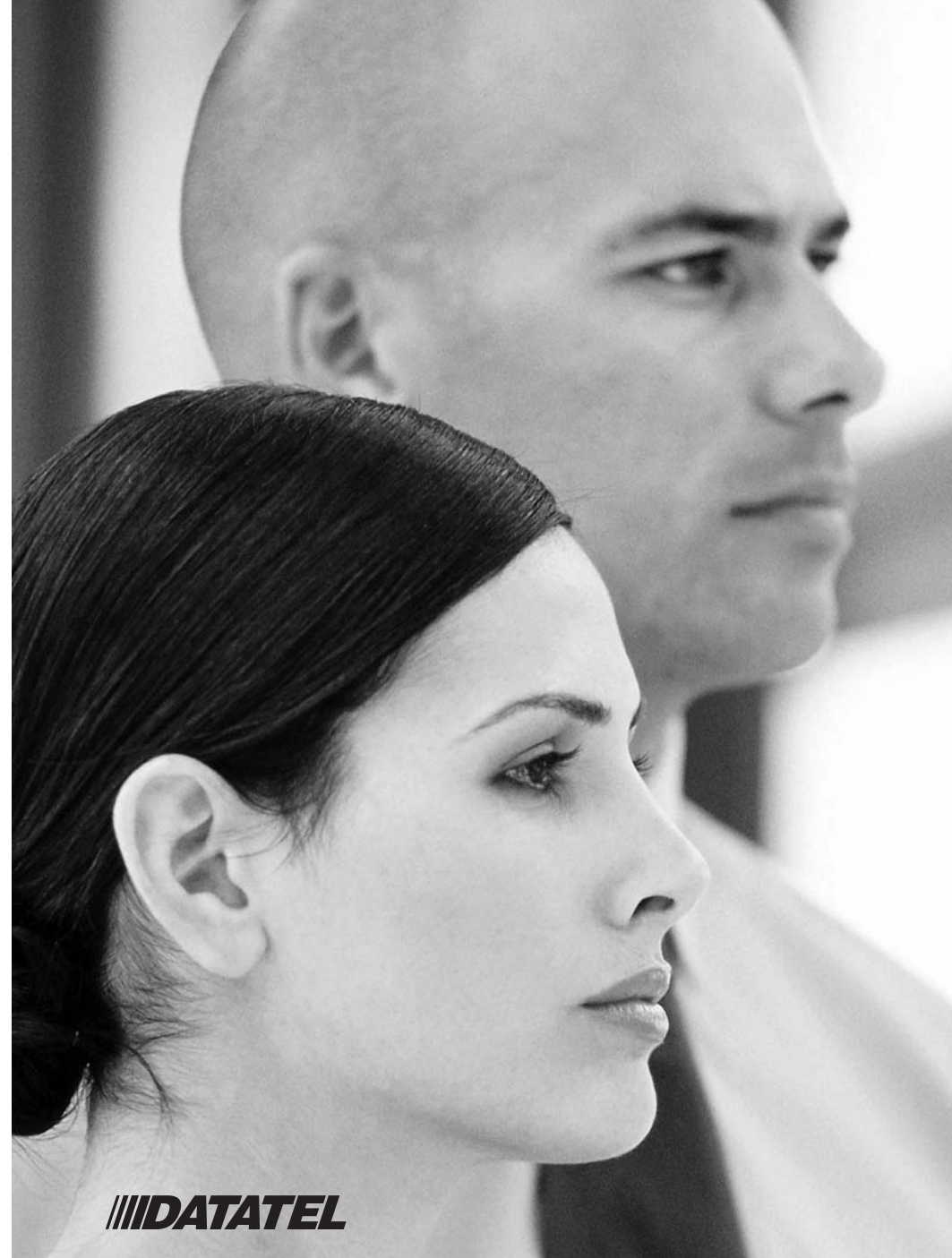
Colleague HR's Payroll Solution also supports your institutional adherence to important regulatory requirements. The system compiles your payroll data, streamlining the payroll adjustment process and helping to produce timely and accurate regulatory reports.

DATATEL PROFESSIONAL SERVICES FOR PAYROLL

Datatel's Professional Services Team is comprised of business experts with real-world experience in payroll management. They offer the know-how and methodologies to successfully implement best practices at your institution, with a focus on a high return on your investment.

Working hand-in-hand with your staff, Datatel's professionals help ensure a streamlined and seamless payroll experience, efficiently deploying self-service functionality throughout your institution.

Whether you need on-site support or specific payroll training via an online Webinar, Professional Services can help you get the most from your payroll system.



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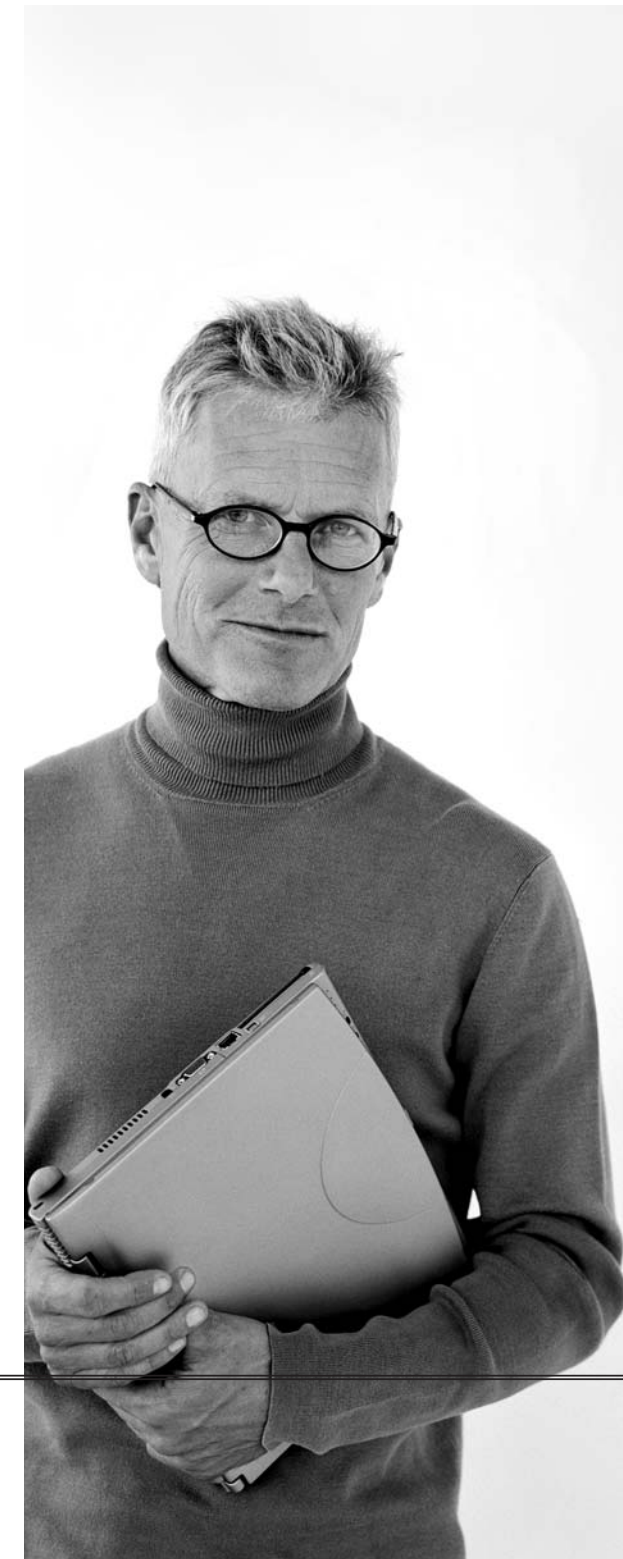
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Colleague HR Payroll

Powerful.

Integrated.

Employee-Focused.



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Client Success Profile

St. Bonaventure University

For many years, St. Bonaventure University (SBU) outsourced its payroll processing to an outside service company. Over time, the institution became dissatisfied with the lack of flexibility provided by the agreement and the disappointing service they received. SBU wanted to gain greater control over the entire process, while achieving a more cost-effective approach to payroll management.

St. Bonaventure recognized the advantages of bringing its payroll processing in-house, and having it interface with Datatel's Colleague®. Today, SBU is realizing considerable cost-savings, along with greater control over its payroll process. Even with the addition of a new payroll staff member, the university has achieved:

- A net savings of approximately \$24,000/ year (\$6,600 savings per year in error corrections alone)
- Savings for filing corrections on quarterly reports equaling \$600 per year
- Improved payroll processing time of 20 percent



A Cost-Effective Alternative to Outsourcing

On the surface, outsourcing payroll to a third-party service provider might seem attractive. But maintaining control of the process in-house with Colleague HR's Payroll Solution offers numerous benefits.

"Our third-party payroll processing company did not meet our expectations. Now, with payroll back in-house, we have gained control and are interfaced with the other Colleague modules across the University. We are confident Colleague HR's Payroll Solution will do a much better job for us."

Anne Ciolek, Payroll Manager, St. Bonaventure University

A FULLY INTEGRATED SOLUTION

Colleague HR's Payroll Solution is fully integrated with Datatel's Colleague product suite, providing seamless automation to:

- Update or clear financial aid earnings limits for student employees
- Create vouchers during payroll processing
- Process payroll deductions for campaign pledge payments
- Import teaching time for faculty with assignment contracts
- Associate employees with the projects on which they are working

SIMPLIFIED EMPLOYEE RECORDS TRACKING

Many third-party payroll systems require clients to assign new and unique ID numbers to each employee based on payroll tax requirements, making it difficult to track personnel across the institution's ERP system. Using Colleague HR's Payroll Solution, you only need to assign one unique ID number for each employee. The ID remains constant regardless of the changes to an employee record.

GREATER FLEXIBILITY

With certain third-party systems, changing tax codes in the tax code screen automatically causes taxes to recalculate for the entire year. Such systems are unable to change tax tables throughout the year, such as "taxable during the summer" and "non-taxable for the academic year." Colleague HR's Payroll Solution has no such restrictions, so you can forego the labor-intensive process of setting up multiple IDs for the same employee based on his/her taxable earnings.

AUTOMATED JOURNAL ENTRIES

The Payroll Solution for Colleague HR incorporates a built-in interface for journal entries. Instead of spending several hours every week making journal entries for payroll and other departments, your staff can spend more time on other, more important tasks. Automated journal entries also reduce the opportunity for errors.

IMPROVED W-2 PROCESSING

Colleague HR's Payroll Solution enables institutions to provide a single W-2 statement for each employee, regardless of the total number of company codes assigned during the course of the year. In addition, you can process W-2s at the time of your choosing — not just when it is most convenient for the third-party payroll company. Having such control eliminates the possibility of being hit with additional fees set by outsourced payroll companies.

MORE TIME FOR YOU

With the Payroll Solution, you have an extra day to process records and cut checks. Instead of wiring to the outsourced payroll provider, you can exchange data directly with the bank. For example, you can process payroll for a Thursday pay date up until Tuesday at 2:00 p.m., instead of having to transmit to an outsourced payroll provider prior to 5:00 p.m. on Monday.

IDENTIFY AND CORRECT ERRORS EASILY

Using Colleague HR's Payroll Solution, you have greater control of quarterly reporting, so you are more likely to catch costly, time-consuming errors right away. Bringing payroll in-house allows you to correct simple errors in the current quarter in which you are submitting.

FLEXIBLE SETUP AND MAINTENANCE

Many third-party payroll systems prevent clients from making any type of changes to their systems themselves. Every time users want to add a benefit code, tax code, or any other simple enhancement, they must go through their service provider. Clients using the Payroll Solution can make these types of changes themselves—quickly and cost-effectively, without IT support.

Third-party payroll companies often restrict the number of account types to which money can be deposited. With an in-house solution, you can set up an unlimited number of savings, checking, or other accounts.