



Single-database online payroll & HR with integrated time keeping

Feature List



Easily access and input payroll information any time, anywhere using an Internet browser. Payroll data is in the same database as HR information so changes are instantly “live” in both.

As a **bureau**, you can:

1. Manage all your online companies. Go to any screen in any company and make changes.
2. View/delete PDF reports for any company
3. Brand the application with your logo

Your **customers** can:

4. View PDF reports
5. Edit their account information
6. Review and edit employee information
 - a. View/Change EE setup
 - b. Local tax setup included.
 - c. Adding/Removing Pay Types
 - d. Manage Employee Deductions
 - e. Manage Employee Benefits
 - f. Manage Employee Taxes
 - g. Manage Employee Direct Deposits
 - h. Manage Time Off Accruals
 - i. View/edit basic employee information.
 - j. View paystubs
 - k. View W2's
7. Enter & submit payroll
 - a. Simple, five-step process. 1. Choose company & select dates, 2. Import, 3. Enter payroll data, 4. Check totals, 5. Commit Payroll.
 - b. Ultra-fast, responsive payroll grid feels like a local application.
 - c. Grid can change dynamically. Add/remove columns, add pay types on the fly and do instant searches – all without refreshing the screen.
8. Review previous payrolls
 - a. Summary totals of payrolls
 - b. Employee level detail of payrolls
9. Batch print checks
10. Print report groups

Your customers' **employees** can:

11. View their W2s.
12. Get an automatic Email notifying them when payroll is run.
13. View paystubs
14. Edit their login, contact and direct deposit information.

myHRAdmin is designed to efficiently track and report data on employees for compliance and management related functions. HR information is in the same database as payroll data so changes are instantly “live” in both.

Please note: myHRAdmin requires additional monthly subscription fee

Features include:

1. Employee Demographics

Always easy to use, myHRAdmin provides you with the means to capture all of the day-to-day information necessary to manage your employee base.

2. Customization Abilities

myHRAdmin is designed to provide customization for clients without the need for development resources. With our powerful UI (User Interface) users can customize the application for their clients. Bureaus with development resources can also extend the application using the internal Java API toolset or leverage HRAnswerLink’s resources to help fill in the gaps.

3. Leave Request Management

From an employee’s submission all the way through final approval, myHRAdmin provides you with the workflow to effectively manage the time off request of your employees.

4. Certification Tracking

Efficiently track employee certifications and expirations through myHRAdmin. With automated alert capabilities, myHRAdmin can generate policy driven emails to those parties to notify them of certification renewal.

5. Custom Report Writer

We provide you with a report wizard where you can generate reports and graphs based off of any information within myHRAdmin database. Our Schedule Report feature also allows you to set up regular reports that it will automatically email you via email.

6. Role Base Security

With security of data as our highest concern, myHRAdmin allows you to customize unlimited numbers of security roles to handle the most intricate requirements. The roles go to the field level including custom fields and reports.

7. Skill Tracking and Training

Efficiently track employee skills and training through myHRAdmin. With automated alert capabilities, myHRAdmin can generate policy driven emails to those parties to notify them of upcoming training opportunities.

8. Applicant Tracking & Paperless Onboarding through myRecruitingCenter

Manage your hiring process. Allow applicants to apply online using a web form or upgrade to Job Boards and allow applicants to apply for specific open positions.

9. Emergency Contacts

Keep employee emergency contacts at your fingertips.

10. Dependent Tracking

Having all the information about employees’ dependents is especially valuable during benefits enrollment time.

SwipeClock is an online electronic time and attendance solution for all businesses, large and small. It saves them money by eliminating human error, buddy punching and time spent manually processing time card data. Now when companies login to CPOv3, they are also logged into SwipeClock. Employee edits are synched. Changes flow automatically from payroll/HR database to Swipeclock.

Please note: to use the SwipeClock integration, you must first activate it by calling Adaptasoft. There is NO COST to you to start offering SwipeClock to your customers.

Features include:

- 1. Automatic daily lunch deduction**
- 2. Supervisor login access (limited-access login)**
 - a. Restrict supervisor access by department, location or employee
 - b. Restrict supervisor access by clock prompt category or data
 - c. Enable/disable punch viewing or editing
 - d. Enable supervisor to add and edit employee setup files
- 3. Holiday Pay Settings**
 - a. Apply a standard or custom pay rate multiple for hours worked on Holiday (Ex: 1.5 x)**
 - b. Apply a dollar or hour amount to a group of employees
 - c. Create custom Holiday dates for entire company, per department or per employee**
 - d. Apply Holiday Pay on actual work day or closest weekday
- 4. Labor Distribution**
 - a. Collect categorical, or departmental, data at clock in/out (up to 3 categories)
 - b. Assign pay rates to employees via collected categorical data (Ex: by dept, job code)*
 - c. Collect up to 3 numerical totals at clock in/out (Ex: piece rate; tips)
 - d. Create reports by job code, department, location, or other collected data
 - e. Create shift differentials and attach pay rates*
 - f. Create shift by hour or day worked*
 - g. Create custom categories
 - h. Assign up to four standard pay rates to employee
 - i. Allow employees to move between categories (Ex: departments) throughout work day
 - j. Track location of punch via the TimeClock™
 - k. Attach pay rate by department worked
 - l. Attach pay rate by day worked
 - m. Create 2 separate sets of data collection, or clock prompting - limit of 3 numeric/filtering
- 5. Employee Scheduling and Rounding**
 - a. Create employee schedules, templates, and deviation alert
 - b. Create custom minute-rounding rules, or "schedule," by department*
 - c. Round punch times by a rounding increment of 60 (Ex: nearest 15 minutes)
 - d. Customize the "before" and "after" rounding behaviors on a single punch*
 - e. Assign one standard daily rounding rule, or "schedule," by employee*
 - f. Create Exception Flags for employee absenteeism OR "View Coverage"
 - g. Assign hours that cross midnight to date employee originally clocked in*
 - h. Apply rounding rule or schedule to a specific day and employee*

continued

TIMEKEEPING FEATURES

- i. Create custom exception flags for employee tardiness*
- 6. Employee View Time Card**
 - a. Allow employee to view personal time card online
 - b. Allow employee to view and edit personal time card online (Supervisor account)
- 7. Employee View Schedule**
 - a. Allow employees to view personal schedule online
 - b. Allow employees to view schedule vs. timecard information online*
- 8. Overtime Settings**
 - a. Define OT calculation thresholds for week/day per employee**
 - b. Apply standard FLSA OT calculations
 - c. Apply state-regulated OT settings (Ex: California OT)*
 - d. Pay 1.5x after 40 or 80 hours worked in week
 - e. Attach multiple OT rules to client
 - f. OT after 40 hours in a week or 8 hours in a day
 - g. OT after 10 hours in a day, without Double Time
 - h. OT after 12 hours in a day, without Double Time
 - i. Assign OT rules to specific weekday, by department, by employee
 - j. Calculate OT based on employee's average pay rate in pay period
 - k. Spread OT across work week
 - l. Include custom category hours in OT calculation
 - m. Apply Ontario rules
 - n. Apply Alberta rules
- 9. Data Editing**
 - a. Edit employee in/out times
 - b. Add hours or dollar amounts to a group of employees
 - c. Apply hours or dollar amounts to a group of employees
 - d. Create custom pay categories
 - e. Override pay rate for a punch series
 - f. Create Supervisor accounts for data editing
 - g. View Missing Punch totals
 - h. Activate a Supervisor "Exception" approval check box for edited punches
 - i. Freeze past punch data, or protect data, from current changes in account settings
 - j. Track and reassign erroneous in/out employee punches
 - k. Apply edits to multiple timecards for the same day
 - l. Add notes to multiple employee timecards at the same time
- 10. Company Settings**
 - a. Apply time punch rules (category, pay rate, supervisor, etc.) to specific days of the week*
 - b. Set pay frequency: Weekly, Bi-Weekly, Semi-Monthly, or Monthly
 - c. Apply standard and custom punch rounding rules (see *Employee Rounding & Scheduling*)**
 - d. Apply differing Time Zones to individual TimeClock™s
 - e. Allow client to manage clock prompts
 - f. Disable Pay Rate Override function
 - g. Disable WebClock™ punching
 - h. Activate a Supervisor "Exception" approval check box
 - i. Create custom categories
 - j. Hide company pay rates
 - k. Freeze past punch data, or protect data, for account setting changes
 - l. Apply company, department, or employee OT rules (see *Overtime Settings*)**
 - m. Apply Holiday Pay settings (see *Holiday Pay Settings*)
- 11. Scheduling**
 - a. Set schedules by workweek
 - b. Quickly build shifts and schedules for employees
 - c. Sort schedules by timecard details

continued

TIMEKEEPING FEATURES

- d. Coverage view gives snapshot of shift coverage
- e. Create, view or change a specific employee's schedule weeks or months in advance
- f. View schedules for a group, displaying a single week for many employees on one screen
- g. Use automatic weekly or biweekly schedules that repeat without intervention (recurring)
- h. Create schedule templates for future use on as many employees as needed
- i. Set and view deviations from schedule vs. time card
- j. Quick view of employee time card deviations (with graph view)
- k. Ability to determine relationship of employee time to scheduled time
- l. Reports include schedule vs. timecard, and schedule deviation
- m. View previous, current or future schedules for employees, departments, supervisors, etc.
- n. Set pre-arranged time off using time card categories (e.g. Vacation, Sick).
- o. Limit creation of schedules by supervisor restrictions
- p. Maintain specific staffing requirements
- q. Schedule employees by daily, weekly, monthly or any combination of recurring patterns.
- r. Assign employees to schedules or schedules to employees
- s. On-the-fly editing of schedules for day-to-day changes
- t. Allow employees to view schedules, timecards or schedules vs. timecard comparisons online

* Requires scripting

** Customization requires scripting

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