



# SERENIC HUMAN RESOURCES/PAYROLL

**OUR COMPLETE FINANCIAL SUITE INCLUDES:**

**Flagship Financial Management Product:**

Navigator – designed for nonprofits, international NGO's and the public sector.

**Navigator Extended Product Suite:**

AwardVision  
CommunityCare  
DonorVision  
Human Resources/Payroll  
Investments  
MinistryView  
Portals

**Navigator Functional Areas:**

Advanced Allocations  
Budgeting/Forecasting  
Fixed Assets  
Core Financials  
Inventory  
Procurement  
Sales Orders

**Navigator Suite Key Product Features:**

Multi-Currency  
Multi-Language  
Integrated Excel Report Writer  
Financial Reporting  
    Excel Consolidated  
    Export Tool  
Workflow Management with Approvals  
Microsoft Office Integration

**FULLY INTEGRATED FINANCIALS.  
INCREASED EFFICIENCY AND PRODUCTIVITY.**

It's a fact of business life—Human resources and payroll are critical components of every organization. Managing them effectively can be complex, costly and time consuming. However, there is a software solution that can change all that. It's a solution that can give you the ability to manage these critical elements so effectively that the results will have direct—and positive—impact on your company's bottom-line.

**The solution:** Serenic Human Resources/Payroll software.

This powerful in-house software solution does it all. It provides seamless integration with Serenic Navigator. Powerful, but also simple to use, Serenic's HR/Payroll software gives your employees and managers self-service around-the-clock access to human resources and payroll information via secure Web portals.

**SERENIC HUMAN RESOURCE SOFTWARE:  
AUTOMATED. STREAMLINED.**

Serenic Human Resources software for Navigator streamlines your processes. It lets you focus on enhancing employee job skills and satisfaction. Simple to use, this powerful software delivers proven benefits:

- Streamlines data tracking, communication management and administrative responsibilities
- Automates daily tasks
- Manages dataflow
- Ensures accurate management reporting

**SERENIC PAYROLL SOFTWARE:  
FLEXIBLE. FULLY INTEGRATED.**

Serenic Payroll software is designed to accommodate any payroll situation. Fully integrated with Navigator general ledger, purchases and payables, Serenic Payroll software gives you the ability to:

- Automatically post liabilities to Navigator purchases and payables
- Automatically post employer expenses to departments
- Post employer-paid expenses directly to dimensions
- Define your own pay cycles
- Enter, track and calculate commissions

# SERENIC HUMAN RESOURCES/PAYROLL

## ENHANCE PRODUCTIVITY AND SATISFACTION VIA SECURE SELF-SERVICE WEB PORTALS

With Serenic HR/Payroll, wherever employees and managers have access to the Web, they also have secure access to the information they need when they need it. You define user access rules with an intuitive user interface. Overall, it helps increase employee/manager productivity and reduce your staff's workload.

Access to the secure Web portal makes it possible:

- For employees to view, edit and update selected information
- To give managers direct access to HR and payroll information
- To view an online employee listing (complete with photos)
- Eliminate waste/time required to distribute hardcopies of checks
- To reduce data entry workload on HR/Payroll staff



## HOW DOES SERENIC HUMAN RESOURCES/PAYROLL DO ALL THIS? SEE FOR YOURSELF.

**Q:** How can Serenic Human Resources/Payroll meet your unique needs?

**A:** Regardless of your industry, you can enter unlimited numbers of user-defined fields; group fields together and even establish a list of pre-defined values for each of your fields.

**Q:** How can Serenic Human Resources/Payroll ease hiring and staff shortage challenges?

**A:** It allows you to define all positions company-wide, including standard position-specific information, and provides automated information flow from applicant to employee upon completion of hiring cycle. Additionally, it automatically rates all applicants, saves time by comparing applicant qualifications, and converts applicants to employees with the click of a button.

# SERENIC HUMAN RESOURCES/PAYROLL

**Q:** How does Serenic Human Resources/Payroll streamline salary administration and absence tracking?

**A:** You can standardize your compensation plans with our unique pay structures solution. This allows you to define standardized compensation plans, driving each step of the Pay Structure by an effective date. Plus, it allows you to create your own unique absence code to meet your exact needs. You can quickly see trends and patterns.

The screenshot displays the 'PAYROLL' module of the Serenic Human Resources/Payroll software. The main window is titled 'DEFAULT - AH - Payroll Journal Card'. It features a navigation pane on the left with options like Employees, Payroll Controls, Time Journals, and Payroll Journals. The main area shows a form for payroll details, including Batch Name (DEFAULT), Employee No. (AH), Employee Name (Annette R. Hill), Employer No. (ER001), and Pay Cycle Code (WEEK). Below the form is a table with columns for Payroll Control Code, Payroll Amount, Payroll Control Type, and Date Worked. The table shows two entries: 'EARN SAL PAY ST' with a payroll amount of 400.00 and 'NET PAY' with a payroll amount of -336.09. To the right of the table is a 'Totals' section with fields for Time (8.15), Earnings (400.00), Deductions (0.00), Pre-Tax Ded (-30.39), Taxes (-32.72), Other (-8.00), Net Pay (336.09), and Employer (-42.28). At the bottom, there are buttons for Employee, Payroll, Payments, Posting, and Help.

Payroll Control Code	Payroll Amount	Payroll Control Type	Date Worked
EARN SAL PAY ST	400.00	Earnings	04/18/07
NET PAY	-336.09	Net Pay	04/18/07

Totals	
Time	8.15
Earnings	400.00
Deductions	0.00
Pre-Tax Ded	-30.39
Taxes	-32.72
Other	-8.00
Net Pay	336.09
Employer	-42.28

**Q:** What does Serenic Human Resources/Payroll do to simplify your communication tracking?

**A:** It makes everything easier. You can create and maintain documents integrated with the mail merge functionality of Microsoft Word. It provides an easy to use standard format for communication with applicants, employees and references. Plus, you can store and maintain any type of externally created document.

**Q:** How can Serenic Human Resources/Payroll meet individual employee pay distribution needs?

**A:** Once calculations are complete and payroll has been processed, pay can be distributed based on each employee's preference—direct deposit or check.

**Q:** What can Serenic Human Resources/Payroll do to facilitate group updates?

**A:** You can quickly update data specific to each employee, attach specific groups of payroll controls to one or more employees at a time and even calculate payroll for multiple employers in the same database.

# SERENIC HUMAN RESOURCES/PAYROLL

## ABOUT SERENIC

Serenic Corporation is a Microsoft Industry Solutions Vendor with a mission to deliver highly functional software solutions for nonprofits, international NGO's and the public sector. We believe passionately in developing quality software which will solve the unique requirements of our clients while lowering the total cost of ownership proposition. We measure success by the satisfaction of our clients and business partners.



**SERENIC  
SOFTWARE**  
www.serenic.com  
(877) 737-3642

## THE SERENIC/MICROSOFT CONNECTION

We are a Gold Certified Microsoft Industry Solutions Vendor and we use the Microsoft Dynamics NAV product as the basis for our Serenic Navigator product. Because the Dynamics NAV product provides us complete access to its source code, we have been able to develop a fully-integrated vertical product. Our partnership with Microsoft assures you of software designed to meet your needs as well as a secure long-term investment.



Microsoft Business Solutions  
ISV/Software Solutions

- Q:** How can Serenic Human Resources/Payroll ensure confidentiality of employee information?
- A:** You can store confidential information in separate tables attached to the employee card. This still gives staff relatively broad access to basic employee information, while placing tighter security on confidential information.

The screenshot displays the Microsoft Dynamics NAV interface for the Serenic Human Resources/Payroll system. The main window is titled "JR John Roberts - Employee Card" and is divided into several tabs: Personal, Communication, Administration, Payroll, Defaults, Audit, and Labor Alloc. The "Personal" tab is active, showing fields for No., First Name (John), Last Name (Roberts), Middle Name / Initial, Suffix, Initials (JROBERTS), Search Name (JROBERTS), Birth Date (07/05/47), Gender (Male), and Race. Other fields include Marital Status (Married), Veteran Status, Last Date Modified, Is Applicant, and Employee Type (PAID). On the right side, there are sections for "Employee Information" (Dimensions: 0, Misc. Article Info: 5, Qualifications: 2, Absences: 100) and "Payroll Information" (Ledger Entries: Yes, Pay Controls: 29, Rates: 3, Tax Auth. Info: 2, Other Auth. Info: 1, Statistics). At the bottom, there are buttons for "Payroll Status" (Valid), "Labor Alloc.", "Employee", "Payroll", "Functions", and "Help". The status bar at the bottom shows "No.: JR", "SA", "01/31/08", and "IPG".

- Q:** How does Serenic Human Resources/Payroll avoid processing errors?
- A:** Employee payroll validation ensures all required information is complete based on user-defined criteria.
- Q:** How can Serenic Human Resources/Payroll assist with payroll calculations?
- A:** It can perform any type calculation with unlimited user-definable payroll controls.
- Q:** How can Serenic Human Resources/Payroll help boost productivity?
- A:** The secure, self-service Web portals enable employee/manager anywhere/anytime access as well as reducing data entry workload on human resource/payroll staff.

**Learn how Serenic Human Resources/Payroll can help begin to increase the efficiency and productivity of your HR/Payroll—today!**

**Call 877-737-3642 or visit [www.serenic.com](http://www.serenic.com)**