The Payroll application in MEDITECH's Human Resource Planning solution is designed specifically for the complex needs of healthcare enterprises. Payroll supports an unlimited number of payrolls, benefit plans, job classifications, withholdings/deductions, supplemental earnings, and employee types throughout your delivery system. Staff can process an unlimited number of withholdings and adjustments, compute and issue employee pay via check or direct deposit, and perform retroactive calculations. In addition, your employees have access to self-service routines, enabling them to request changes to demographic and direct deposit information, as well as review W2s and historical pay advices.

Centrally Manage Employee Information

Payroll shares a master employee file with Human Resources to house your employees’ information. Your organization can associate an unlimited number of primary and secondary positions to each employee, as well as display historical positions. Authorized staff can track the following information for each employee:

- Demographic information
- Work information, including: employee type, status, hire date, evaluations, seniority, pension eligibility dates, termination pay through dates, eligibility for rehire, Vets-100, disability information, and I-9 documentation
- An unlimited number of licenses, skills, and competencies, including effective and expiration dates
- Dependent information and emergency contacts
- Leave of absence information, including dates, type, status, and history
- Contract and union information
- Detailed multi-position history, along with rate history and earning projections
- Federal and state tax information
- Direct deposit information
- Withholdings for multiple plans, such as 401K, health insurance, and employee loans
- Employee benefits
- Customer-defined queries to store hospital-defined information.

Streamline Payroll Processing

Payroll allows authorized staff to process multiple payrolls for either a single employee or an entire facility. Time and attendance information can be pulled into Payroll through our standard Time and Attendance interface. If your organization does not use a time and attendance system, then this information can be entered manually, defaulted in via an attendance template, or pulled in from MEDITECH's integrated Staffing and Scheduling functionality. Additional system features enable your staff to:

- Run time card reports to flag errors with the ability to use EOC and department overrides.
- Run reports throughout the payroll process.
- Place limits on withholdings, such as a 401K plan.
Perform retroactive calculations.
Automatically calculate accruals and reversals.
Perform mass edits for base rates, withholdings, benefit plans, and receivable balances.
Administer flexible spending accounts.
View a year-to-date inquiry on an employee’s compensation history.
Instantly compute and post payroll.
Create registers by date, summary, withholdings, and tax.

Grant Staff Access to View Their Information Online

MEDITECH provides your employees with convenient, web-based access to their information from any device (e.g., desktop, laptop, or smartphone). Our Internet for Staff Portal is designed with intuitive icon-based navigation and conforms to device screen size for optimal viewing. From any standard browser, employees can review and request changes to their demographics and direct deposit information; request vacation time. In addition, they can also review their payroll information — including withdrawals and benefits — as well as view or print current and historical W-2 information and pay advices.

Generate Reports on All Aspects of Payroll

Authorized staff can run reports at any time to view an employee’s earnings, withholdings, and benefits per timecard. Management can also review any withholdings not taken out of a payroll. Furthermore, Payroll keeps track of all W-2 information and can compile this information to send to government agencies. For our US customers, we also include robust Affordable Care Act reporting within the standard reports provided.

Additional standard reports delivered with Payroll include:

- Out-of-Step Report
- Exception and department summary reports
- Compensation statements Year-to-date Inquiry
- Timecard and register reports
- Rate reports
- Audit Trail reports
- Turnover Analysis
- 941 Report
- Benefits Status
- Labor comparison reports
- Payment History

Your staff can also instantly compile information on selected fields, as well as create custom reports using MEDITECH’s Report Designer, an embedded system reporting tool.

Evaluate Employee Benefits and Payroll Data using Business and Clinical Analytics

MEDITECH’s Business and Clinical Analytics solution features several pre-built Payroll dashboard views designed for your organization’s executives, finance directors, payroll, scheduling, and human resources managers, as well as other financial analysts. Using these versatile, summary and detail dashboards, you can analyze hours worked, dollars paid, and benefits taken to identify trends, adjust staffing, and gauge future budgets. Additional user-defined dashboard views can also be created using the self-service analytics tool, Visual Insight, available within Business and Clinical Analytics.
Realize the Benefits of Integration

As a component of MEDITECH's Human Resource Planning solution, Payroll shares a master employee file with Human Resources and also provides the ability to pull timecard information from Staffing and Scheduling to cut paychecks. Additional integration between Payroll and MEDITECH Expanse enables staff to:

- Pass accounting transactions to General Ledger, including month-end accruals.
- Send invoices to Accounts Payable for any employee- and employer-withheld amounts and produce checks within Accounts Payable.
- Send daily and monthly actual and budgeted dollars and hours to the Executive Support System.
- Pull employee data into Quality and Surveillance to track injuries and illnesses, including lost or restricted duty work days, OSHA Log data, and injury details.
- Further assess Payroll data through Business and Clinical Analytics dashboards, including hours worked, dollars paid, and benefits taken to identify trends, adjust staffing, and comparisons to budget.

For more information, contact a MEDITECH Marketing Consultant.