Mangrove Features

Integrated Payroll, HRMS, and Self Service Solutions with full-service Benefits Administration

Payroll

Payroll Processing that makes the complex simple.

- ✓ Payroll processing for an unlimited number of employees.
- ✓ Unlimited direct deposits and payroll accounts.
- ✓ Handles FLSA, overtime, and state minimum wage compliance requirements.
- ✓ Third party AP Check generation for garnishment, tax levies, union dues, labor allocations, and more.
- ✓ Pay multiple pay frequencies, companies, and more.
- ✓ Consolidate multiple companies, divisions or locations for Tax-filing or ACH transmission.
- ✓ Multiple organizational tiers for sophisticated job costing and general ledger capabilities.
- ✓ Send tax payments automatically via standard ACH processing.
- ✓ Integrate to T&A systems and financial software.

Human Resources

Human Resource management that empowers decisions and boosts productivity.

- ✓ Automate, organize, track and report on employee demographics.
- ✓ Customizable workflow with multi-level approval capabilities.
- ✓ Monitor performance reviews online with a user-defined competency-based rating system.
- ✓ Handle full compliance processing and reporting.
- ✓ Define budgets and headcount by position. Track attendance, awards, certifications, discipline, and testing.
- ✓ Store pictures, PDFs, *Microsoft*® Word® documents with employee records.
- ✓ Automate training administration.

Reporting

Standard and Ad Hoc Reporting delivers the exact data that you need.

- ✓ Report on employee and benefits information to ensure timely and accurate compliance, decision-making and forecasting.
- ✓ More than 600 pre-packaged standard reports and ad hoc reports available.
- ✓ Export Mangrove Online reports to ASCII, PDF, or *Microsoft*® Excel® formats.

Benefits Management

Administer Benefits in less time with better information than ever before.

- ✓ Allow employees to self-administer their benefits packages via an easy-to-use Web interface.
- ✓ Power user-defined rules for calculating Benefit Plan eligibility and costs, including advanced cost banding.
- ✓ Simplify year-to-year Benefits Administration with automated rollover processing.
- ✓ Link to the online resources of your third-party Benefit Providers.

Benefits Administration Services

Full-Service Employee Benefits Administration.

- ✓ Full-service COBRA administration and HIPAA certification.
- ✓ Fully automated Flexible Spending Account (FSA), Health Savings Account (HSA) and Health Reimbursement Account (HRA) with Debit Card administration.
- ✓ Retiree and Leave of Absence premium billing administration.
- ✓ Online access for staff and participants.
- ✓ Guaranteed accurate and timely administration of provided services.
- ✓ Customized solutions with personalized service.
- ✓ Comprehensive, detailed reporting and tracking capabilities available to employers.

Online Self Service

Grant secure, proper Web-based access that eases administration of HR programs and information.

- ✓ Employees can review complete earnings and tax information, anytime, anywhere.
- ✓ Instantly connect employees to personal and company information, allowing them to get fast answers and self-manage benefits.
- ✓ Allow easy access to company news, policies, and more – save printing and distribution costs.
- ✓ Managers gain faster access to employee data, speed decision making, and can ensure key tasks are completed.
- ✓ Managers can view and approve self service timesheets without red tape.

Recruitment Management

Consolidate recruiting information for a smoother, more organized hiring process.

✓ Track offer and rejection events and automate correspondence.
✓ Track administered test results, references, education, skills, certifications, work history, and more.
✓ Track interview notes, manage interview schedules, and results online.
✓ Attach documents such as résumés to candidate records.
✓ Offer an Online Employment Application.
✓ Manage position requisitions and define budgets and headcount by position.
✓ Automatically transfer data when an applicant is hired.

Platforms

Hosted-Internet Solution or Back Office Client-Server.

✓ Mangrove Licensed Solution: *Microsoft*® SQL Server™ platform.
✓ Mangrove Online Hosted Solution: Requires *Microsoft*® Internet Explorer® or Firefox®.

Customization Toolset

The industry's only software designed with its own tools offers unrivaled ability to conform to your organization's needs.

✓ Remote access and security defined to your specifications.
✓ Create rules to facilitate your business processes.
✓ Define database security definitions down to row and column.
✓ Access file import and export facility and global change facility.
✓ Add ad hoc reports created with Crystal Reports®.
✓ Lower administrative time and costs with mass updates.

Business Process Outsourcing

Hosted ASP Solutions. HR, Payroll, Check-Printing, Tax-Filing, and Compliance Reporting services available.

✓ Benefits Administration Services
✓ Check-Printing Services
✓ Split-Distribution capabilities
✓ Direct Deposits
✓ Tax-Filing Services
✓ Compliance Reporting Services
✓ Third-Party Remitting
✓ Tax-Reporting capabilities including
  • W-2s
  • 1099-MISCs
  • Federal 940 Employer's Annual Federal Unemployment (FUTA) Tax Returns
  • Federal 941 Employer's Quarterly Federal Tax Returns
  • All 43 State Income Tax Withholding Reports
  • All 50 State Unemployment Insurance Contribution Reports
  • And more…

Workforce Empowerment™

MANGROVE
EMPLOYER SERVICES