



# employee.access

## EMPLOYEE ACCESS AT THE YORK HOUSING AUTHORITY

### The Challenge

The York Housing Authority (YHA) located in York, Pennsylvania currently manages over 2,600 units through their Housing Choice Voucher and Public Housing programs. Serving such a large number of families requires a sizeable workforce of just under 100 staff members. **The large number of staff members caused YHA's weekly payroll process to become a hassle.** Payroll runs routinely took an hour and a half each week to process. This required 90 sheets of paper in each instance. Employees' only options were to have a stub mailed to them or pick it up in the office.

Check Number	Check Date	Gross Pay	Year-Gro	Year-To-Date Gross Pay	Net Pay
0000185013	08/08/2008	\$979.20	\$9,810.36	\$9,810.36	74.18
D000378000	04/25/2008	\$979.20	\$8,831.16	\$8,831.16	08.42
D000370300	04/11/2008	\$979.20	\$7,851.96	\$7,851.96	42.66
D000362800	03/28/2008	\$979.20	\$6,872.76	\$6,872.76	76.90
D000355100	03/14/2008	\$979.20	\$5,893.56	\$5,893.56	111.14
D000347900	02/29/2008	\$979.20	\$4,914.36	\$4,914.36	45.38
D000340200	02/15/2008	\$979.20	\$3,935.16	\$3,935.16	74.77
D000332600	02/01/2008	\$997.56	\$2,955.96	\$2,955.96	09.01
D000324800	01/18/2008	\$979.20	\$1,958.40	\$1,958.40	31.30
D000314300	01/04/2008	\$979.20	\$979.20	\$979.20	5.65

### KEY RESULTS

- Payroll was a hassle
- Staff can now view current and historical information 24/7
- Now run payroll in 40 minutes
- Payroll inquiries decreased by 80%

## The Solution: Employee Access

Tenmast Software's Employee Access was the perfect solution for York. **All information is now available online 24/7**, allowing staff to view current and historical paystubs. Information is also readily available in one spot for income verification, with no need to make a trip to the Payroll Department.

**Successfully running payroll in 40 minutes, York now saves over 36 hours each year.** With 99% of employees on direct deposit, pay stubs are no longer mailed or picked up at the office. They are easily accessible on the internet at the employee's leisure.

**Access to paystubs and payroll information has resulted in a major reduction in employee inquiries.** Teresa Stermer, Accountant at York, reports employee questions have been decreased by 80%, saving her 3 to 4 hours each month. Staff can view their total hours worked, total pay and total deductions, which provides a better understanding of their information.

Information is also available to employees who are paid hourly. **"I really like that the information is there for hourly workers since their pay changes from week to week,"** Stermer says. The constant pay change for these employees made it hard to track. Now, they can log into Employee Access, see the number of hours they worked, the rate they were paid and the net total.

**All information is now available online 24/7, allowing staff to view current and historical paystubs.**

YHA has enjoyed the benefits of Employee Access and its ease of use. They no longer waste 90 sheets of paper or spend hours of manpower processing payroll each week. Without the weekly hassles of payroll, Stermer considers printing stubs and stuffing envelopes, "one less thing for me to do." Employee Access has helped improve York's payroll processes by saving several hours and hundreds of sheets of paper every month, while providing employees with greater accessibility to their personal information.

**For more information on Employee Access** or to see an online demonstration, please contact Scott Browder, sbrowder@tenmast.com or call 877.359.5492 ext. 362.

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