# Business Office Services
## Bringing back-office functions together in one powerful platform





In our dynamic, ever-changing society, disruption has become the norm. Personnel needs and requirements in every business have become more complex. To adapt quickly, school district administrators must have accurate, up-to-date data at their fingertips. How can school leaders manage routine human resource activities while staying on top of the latest legal and policy developments?

## AIU Back-Office Shared Services

AIU's back-office services, with Oracle Cloud, provide school districts with modern, efficient technology to replace outdated systems. Supported by a dedicated team of professionals managing transactional tasks, district staff can prioritize student-facing initiatives. This partnership guarantees consistent operating practices, enhanced internal controls over financial reporting and a scalable application platform, resulting in heightened efficiency, cost reduction and improved resource allocation for serving district students and the local community. Below are some key function areas:

### BUSINESS OFFICE

- Payroll Processing and Reporting
- Tax Processing and Reporting
- Purchasing (Punchout)
- P-card Processing
- Accounts Payable/Receivable
- ACH Invoice Payments
- Employee Expense Reimbursements
- Electronic Approval Routing

### HUMAN RESOURCES

- PSERS Administration
- Benefit Administration
- Open Enrollment Processing
- Employee Self Service
- Employee Demographic Maintenance
- Time and Labor

**Click this link** or scan the QR code to learn more.

**Questions, please contact:**
**Joseph Lucarelli, Chief Financial & Operations Officer**
joseph.lucarelli@aiu3.net | 412-394-5813

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