

PAYROLL

Employer Contributions/Deduction

- Set deduction life by date and total amount
- Set exclusions for certain types of pay
- Adjust global rate to update all employees
- Manage deferred compensation
- Section 125
- Annuities
- Garnishments
- 457
- Others

Optional ACH Direct Deposit

Deposit wages electronically to any number of banks and accounts. Email pay stubs, Access electronic paychecks and stubs by check number or employee name.

Integrated with ACCOUNTING

Automatically creates journal entries from all payments and adjustments. Clerk controls posting to **ACCOUNTING** ledgers.

Paycheck Correction

Check cancellation automatically reverses accounting and employee pay entries. No manual journal or W2 adjustments are required.

Deduction Adjustments

Quickly refund over-withholding. Employee deduction history is automatically adjusted and accounting entries created.

Employer contribution Accounting

Use global settings, individual employee settings or combinations to achieve complete correct expenditure accounting.

Third Party Disability Payments

Updates employee YTD figures and simplifies Social Security and Medicare payments.

Paycheck Advances

Quickly produce a check and automatically deduct balance from next payroll.

Processes Earned Income Credit

Reissue Lost Checks

Quickly print check with new number.

Expenditure Accounting Distribution

Automatically distribute payroll expenditures on a percentage basis between any numbers of line items.

Time Card Entry

Validate accounting and distribution percentages for unlimited pay types, split by hours or percentages. Easily enter hourly distribution of expenditures and exceptions.

Leave Tracking

- Track leave accruals and balances
- Adjust leave balances
- Leave accrual schedules

Salary Schedules

Employee records can be tied to **BUDGET PREPARATION** salary schedules for quick automatic salary updates.

What-If Scenario Builder

Analyze the effects of scenarios like changes in withholding quickly, securely, and without tedious rekeying of data.

Document Scanning

Forms, contracts, photos; anything that can be scanned can be added to employee records.

Optional Time Clock Interface

Speeds preparation by importing directly into **PAYROLL**. Automatically summarizes daily and pay period time. Eliminates the need for manual calculations.

Optional Daily Time Card Module

Speeds time card entry by importing completed time cards.

REPORTS

PAYROLL enables you to custom tailor and group reports (or choose from a large selection of built-in variations): all can be previewed on screen, sent to a file, or printer, or emailed to any number of recipients.

Payroll Worksheets

Proof reports before checks are processed for:

- Processed payroll
- Timecard entries
- Expenditure accounting
- Deductions

Payroll and Accounting Registers

Access employee information by:

- Pay date
- Pay date range

Payroll Summaries by Pay Date Range

Track payroll liabilities by:

- Current Accrual
- Accrual Carried Forward
- Amount Paid and Remaining Differences

Accounting Reports

- Payroll Expenditure Detail
- Journal Voucher Listing
- Payroll/Accounting Reconciliation

Payment Tracking

- Check and ACH

Employee History

- Deductions
- Contributions
- Expenses
- Hours

Employee Reports

- New Hires
- Leave Reports
- Employee Labels

Volunteer Reports

- Timecard Worksheets
- Expenditure Worksheets
- Accounting Register

Quarterly and Other Deductions

- Workers Comp Summary
- Unemployment Summary
- 941 (Editable/Printable)
- State Reports

OPTIONAL MODULES

Fully integrated Optional Modules are available.

- **ACH DIRECT DEPOSIT**
- **CHECK SIGNER**
- **DAILY TIME CARDS**
- **TIME CLOCK INTERFACE**



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