



## ❖ Payroll

### ➤ Unlimited

- Earn/Ded's
  - Types pre-defined: taxing by state
  - Rates Easily Overridden
- Direct Deposits
  - Specific Deduction DD
  - Unlimited Number of Accounts for Each EE
- Taxes
  - States
    - ◆ Reciprocals
  - Locals
  - Shortfalls

### ➤ Entry

- Customizable Input Screens
  - Customized Default Entry Screen
  - Keyed Entry (no mouse necessary)
  - Operational Function keys
  - Quick entry payroll screen – spreadsheet format
  - On the fly overrides of Departments/Jobs/Rates
  - Automated Timeclock Imports
- Multiple batch capability
- Multiple pay frequency in same payroll
- Multiple Calendars
- Certified Payrolls & Reporting, including NYS

### ➤ View Payroll Totals

- System generated vs keyed for all totals
- Taxes
- E/D's
- Batch & Payroll Totals

## ❖ Employees

- **Unlimited**
  - **Pay Rates**
  - **Auto Labor Distribution**
  - **Taxes – Single/Married status by state**
  - **Direct Deposits**
  - **Pension Fund Splits**
  - **Scheduled E/D's**
- **Quick Entry Screen – 1 Screen Employee Entry**
- **EE's and 1099's Accommodated in same payroll**
- **Integrated HR Information**
- **Multiple Addresses**
- **Shifts/Jobs/Departments/Teams**

## ❖ Checks

- **Override Options**
  - **Taxes**
  - **Pay Frequencies**
  - **Scheduled E/D's**
- **Shortfalls Tracked for all E/D's, Taxes and Can Be Made Up**
- **Check Templates**
- **Check Calculator; Gross to Net; Net to Gross**
- **Manual checks**
- **Multiple checks per EE**
- **Remotes able to print manual checks**
- **Check Finder**
- **Preview Checks - Gross to Net**
  - **View Taxable Earnings**

## ❖ Clients

- **Built in Consolidations; Reporting and/or Taxes**
- **Six Levels – Client, Company, Division, Branch, Dept, Team**
- **Unlimited**
  - **Shifts**
  - **Agencies/Unions**
  - **Bank Accounts**
  - **Companies with Different EIN's**
- **Customizable for Big & Small Clients**

- **Handles all levels of Common Paymaster**
- **Unlimited bank accounts, earnings and deductions**
- **Overrides**
  - **Earn/Ded's**
  - **Div/Br/Dept/Team's**
  - **Checks (see Checks)**
  - **Workers Comp, State, Locals, Agencies**
  
- ❖ **History Tracking**
  - **Full Auditing of ALL DB changes, including audit history on every field**
  - **Historical Snapshot reporting as it actually was entered**
  - **As of Effective Date reporting**
  
- ❖ **Reports**
  - **400+ Standard Reports included**
    - **Can be run by pay period, month, quarter, year or date range**
    - **Multiple sorting options**
  - **Fully Integrated Report Writer**
    - **Fully Customizable Reports**
    - **No stock report writer package to buy**
    - **Report Writer Wizard Tool**
    - **Advanced Query Builder Wizard**
    - **Multiple File output formats; comma, quote, etc.**
    - **Graphical Tools including paint and pointer**
    - **All DB fields available to RW; Understandable names**
  - **Save to File for future printing**
  - **Ad-Hoc report writing feature**
  
- ❖ **Fully Integrated HR System**
  - **Employee Personnel Information**
  - **Current & Historical Payroll & Job Information**
  - **Performance Reviews**
  - **Benefits Tracking**
  - **Applicant Tracking and Reporting**
  - **OSHA and Workers Compensation Incident Tracking**
  - **EEO Tracking**
  - **Skills & Education Tracking**
  - **Family and Dependent Information**
  - **Employee Education and Training Certificates**

- **Multiple Security levels**
- **OSHA Reporting 101, 200, and 300 reports**
- **COBRA Administration Tables and reporting**
- **Several predefined reports**
- **All data accessible via the Report Writer**
  
- ❖ **Technology**
  - **Object Oriented Design**
    - **32-bit Windows® application**
    - **Secure and reliable**
  - **128 bit, SSL encryption**
  - **Real time payroll entry**
  - **Access from multiple locations if desired**
  - **True Relational DB Design**
  - **Navigation**
    - **Full compliment of Shortcut Keys**
    - **Filtering / Sorting**
  - **State of the Art design & technology**
  - **Thin Client and Web Browser remote entry**