



❖ 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**