



Payroll

The Payroll module provides for all the standard payroll functions and many unique additional features including:

- A comprehensive employee profile with information about benefits, events, time off, quarter/year-to-date, leave of absence, job history, earnings, deductions, demographics, payroll codes, rates, GL distribution, standard earnings, and standard deductions.
- Security for payroll information and payroll functions on an individual, group, division, department or location basis. Modifiable rights or query-only are also available.
- Time clock interface functionality of the more popular time clock systems without any additional programming.
- The Benefit Accrual table handles the majority of benefit plans without any adjustments. Accruals can be made on each pay period (standard), on anniversary date, specific date, birthday, or all the above.
- The benefit accrual amounts, used amounts, and running totals are kept within the employee profile. Adjustments create an accrued journal entry.
- Offers a comprehensive user-defined deduction table with several deduction methods including percent of gross, percent of net, percent of hours, percent of Federal tax, dollar, wage assignment, and specific table such as Circular E for Federal taxes.
- Direct deposits are processed in the deduction code table with unlimited dollar and/or percentage direct deposits .
- Earnings code tables capture earnings from all sources available. The base rate for home department, other departments, shift differentials, weekends, holidays, bonuses and PTO.
- Shift differentials can be stand-alone codes or incorporated with the regular pay codes. Also these can be integrated with job class codes to automatically produce different shift rates per class.
- Blended Rate Calculations are available and based on Fair Labor Standards Act (FLSA).
- The module provides for a streamlined and efficient process of recording hours within a data entry mode.
- Proof lists and preliminary registers can be run multiple times to correct all errors before the check printing process.
- Check number, and MICR line, can be printed at time of check processing or preprinted. Year-to-date totals, dual signatures, and company logos are additional options.
- Checks and direct deposits can be voided and re-processed at any time. Multiple checks per employee are standard.
- The check register details employee earnings, benefits, Federal and State taxes, governmental deposits.
- ACH Direct Deposit files can be created.
- Integration with EZ Stub allows for paperless process with e-mail notification.
- W-2s can be printed in a 2up or 4up format at any time.
- Budgets and automated rate increases are included.
- Unified Payroll option for management companies and/or several legal entity situations.

Reports

- Access Card/Park Decal Report
- Benefit Accrual Current Rate Report
- Benefit Accrual Register
- Benefit Analysis Report
- Benefit Hour Summary Report
- Benefit YTD Department Report
- Budget Employee Benefit/Employer Contributions
- Budget Production/Non Production
- Check History Report
- Check Register
- Cobra Benefit Report
- Compensation Report
- Department Earnings Report
- Dept Status/Gender and Race
- Employee Average Hours Report
- Employee Avg. Weighted Earnings
- Employee Birthday & Anniversary
- Employee Benefit Report
- Employee Condensed Listing
- Employee Deduction Report
- Employee Directory Listing
- Employee Earning GL Summary
- Employee EEOC Report
- Employee Eligible LTD/Life Ins.
- Employee Emergency Report
- Employee Evaluation Exception
- Employee Evaluation Report
- Employee Event Report
- Employee Head Count Summary
- Employee Holidays Unused Report
- Employee Job History Report
- Employee Language Report
- Employee LOA Report
- Employee Pay Grade/Rate List
- Employee Productive Earnings
- Employee Profile Report
- Employee Rate Increase Report
- Seniority, Time Off and Turnover
- Employee War Veteran Report
- Employee Workmen's Comp List
- Evaluation Due Report
- Event Attendance Report
- Flex Benefit/Cafeteria 125
- FTE Report
- History Recap Report
- In-Service Education Report
- Local Wages/Tax Report
- New Hire Report
- Pay Grade Exception Report
- Pension Contribution Report
- Per Patient Day Analysis Report
- Productive/Non Productive Report
- Quarterly Detail & Summary
- Quarterly Job Class Register
- Quarterly Tax Register
- Quarterly Work Comp Register
- Standard Deduction Report
- Termination Report
- Time Sheets
- Workmen's Comp Audit Report
- YTD Deduction, Detail & Tax
- YTD Earning/Hours Summary
- YTD Flexible Column Summary
- YTD Job Class & Summary
- YTD Work Comp Register

Key Features

Allows quick access to an employee's work orders, Human Resources information, In Service Inquiry, employee schedule, physical and drug screening, driver's license and vehicle details.

Maintains the highest level of compliance with all Federal and State mandates.