

# Payroll

Payroll handles the processing of all employees' paychecks, and provides necessary company and governmental reporting. Comprehensive employee information and memo fields allow you to track employee personnel information (e.g., performance reviews and outside training).

Because payroll is so tightly integrated with Job Management and Manufacturing Execution, you will normally only have to review your payroll entries, make adjustments, print your checks, and then post. With Payroll, there is no longer any need to have your payroll done with an outside service, when it is so easy to do yourself.

## EMPLOYEES

Set up employees as hourly or salaried. Pay employees weekly, biweekly, semimonthly, or monthly.

## DEPARTMENTS/SHIFTS

Establish home department and shift IDs for each employee.

## TAX TABLES

Set up federal, FICA, state, local, and other tax deductions.

## PAY TYPES

Maintain regular, overtime, double time, holiday, vacation and sick, plus unlimited user-defined pay types.

## PERSONNEL INFORMATION

Track detailed personnel information in the extensive employee memo file.

## CHECKS

Preview, print on standard check forms, or reprint in the event of a forms jam.

## TRANSFERS

Transfer hours from Job Management or Manufacturing Execution.

## USER-DEFINED

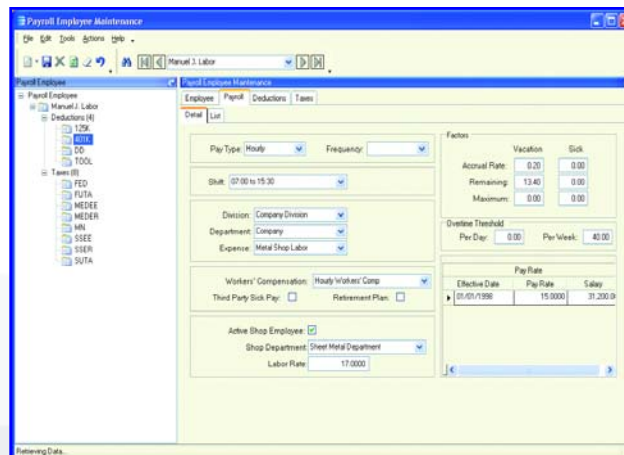
Enter and track fields and unlimited memos for each employee.

## CHECK HISTORY

Keep check history indefinitely to help audit unemployment or other claims.

## VOLUNTARY DEDUCTION

Define any number of voluntary deductions.



Process payroll and track vacation, sick time, overtime, pay rates and benefits.

## PAYROLL TAXES

Exclude certain deductions, including 401(k) and cafeteria plans.

## AUTO-PAY

Pay all salaried and/or hourly employees with a few keystrokes.

## GENERAL LEDGER INTERFACE

General ledger entries are automatically created through the payroll process.

## DIRECT DEPOSIT

Set up employees for direct deposit. Checks are then non-negotiable, and a direct deposit file is automatically created every time a payroll run is generated.

## W-2 FORMS

Print at year-end and store indefinitely.

## MAGNETIC MEDIA REPORTING

Year-end reporting optionally creates an electronic W-2 file suitable for federal filing.

## BANK RECONCILIATION

Reconcile your bank statement with entries generated in the Accounts Payable and Payroll applications.



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