

PAYROLL-U.S.

B E N E F I T S

Streamline your payroll and enable your staff to handle complex and changing payroll situations quickly and accurately, offering better service to your employees while reducing necessary overhead costs.

Streamline

data entry with simplified employee record setup that saves time and reduces errors.

Employee Maintenance window showing fields for Employee ID (ACK0001), Last Name (Ackeman), First Name (Phil), Address (1939 NE Garfield), City (Winnetka), State (IL), ZIP Code (60093-9122), and County (Cook). It also shows hire date (8/3/1998) and employment type (Full Time Regular).

Give

employees better service by providing quick answers to questions on personal or financial information.

Employee	Year	Month	Quarter to Date	Year to Date	
ACK0003	2003	Gross Wages	\$337.50	\$3,452.00	\$2,452.00
		Federal Wages	\$314.42	\$3,037.42	\$2,397.43
		Federal Tax w/Withhold	\$42.08	\$324.27	\$324.27
		FLCA Soc Sec Wages	\$344.55	\$3,174.03	\$2,174.03
		FLCA Soc Sec Tax w/Withhold	\$52.36	\$196.75	\$196.75
		FLCA Medicare Wages	\$344.55	\$3,174.03	\$2,174.03
		FLCA Medicare Tax w/Withhold	\$12.24	\$45.02	\$45.02
		FUTA Wages	\$314.42	\$3,037.42	\$2,397.43
		SUTA Wages	\$314.42	\$3,037.42	\$2,397.43
		Net Wages	\$209.27	\$2,490.26	\$2,190.26

Period-End Payroll Reports window. Range: Employee ID. From: ACK0001. To: FLO00001. Date From: 1/1/2003. Date To: 1/15/2003. Reports include Payroll Summary, Federal Tax Summary, Department Summary, Position Summary, Deduction Summary, Benefit Summary, State Tax Summary, Local Tax Summary, FUTA Summary, SUTA Summary, and Workers' Compensation Summary. Last Date Posted: 0/0/0000. Post Liabilities: FUTA Tax, SUTA Tax, Workers' Compensation Tax. Posting Date: []

Comply

easily and efficiently with government requirements such as period-end reports.

Streamline data entry

Simplify employee record setup with templates that are easily modified for each individual. Data is entered once and then used for multiple payroll tasks, saving time and reducing errors.

Increase productivity

Online time tracking using the optional eTimesheets component streamlines the process of collecting, reviewing, and approving timesheet data. Automated payroll processing eliminates many routine transactions, freeing staff to focus on higher priorities.

Give employees better service

Provide quick answers to employee questions on personal or financial information and offer the convenience of secure options, such as easy direct deposit, without increasing your overhead costs.

Empower employees

Online self-service options enable employees to quickly and conveniently update their own personal information, enroll in direct deposit, view vacation time, and submit timesheets—all from their Web browser.

Manage your payroll more effectively

Increase your flexibility and gain more control over your payroll information, keeping track of it easily and maintaining a comprehensive, up-to-date perspective on your payroll expenses.

Comply easily with government requirements

Produce the government reports such as W-2 forms and other tax statements with little additional administrative cost or trouble, in both printed and magnetic media formats.

PAYROLL–US | FEATURES LIST

Payroll – US

- Create detailed records of pay, benefits, and deductions with customized information specific to your business.
- Streamline employee record management with employee classes and pay codes; and process salary, pension, and EIC pay automatically for employee groups.
- Keep up with changes and revisions to tax and other requirements with updated federal, FICA, and state tax tables.
- Define what to include in pay runs and verify the accuracy of your pay run before printing checks.
- Reduce errors by automatically calculating taxes, deductions, and benefits; and handle variable tax deductions for employees working in multiple states.
- Control necessary audit details related to handwritten checks for exceptions and voided checks.
- Respond to employee questions about personal, financial, and paycheck information with nine intuitive inquiry windows.
- Generate a suite of reports customized to meet specific needs of multiple companies, including year-end, period-end, and multiple year history, as well as posting journals and tax statements.

eEmployee

- Allow employees to update their personal information and enroll in direct deposit at any time from their Web browser.

eTimesheets

- Process timesheets submitted by employees over the Internet for quick review and approval in a secure environment, providing accurate data for payroll processing.

Direct Deposit

- Offer reliable, confidential direct deposit of payroll checks to unlimited accounts and financial institutions, as well as split deposits between multiple bank accounts.

Payroll Connect

- Transfer payroll information from ADP payroll systems into your General Ledger, saving time and ensuring accuracy.

Federal Magnetic Media

- Generate Federal W-2 Magnetic Media files to comply with government reporting requirements.

Payroll components are sold separately and may not be available with all versions of Microsoft Business Solutions–Great Plains.