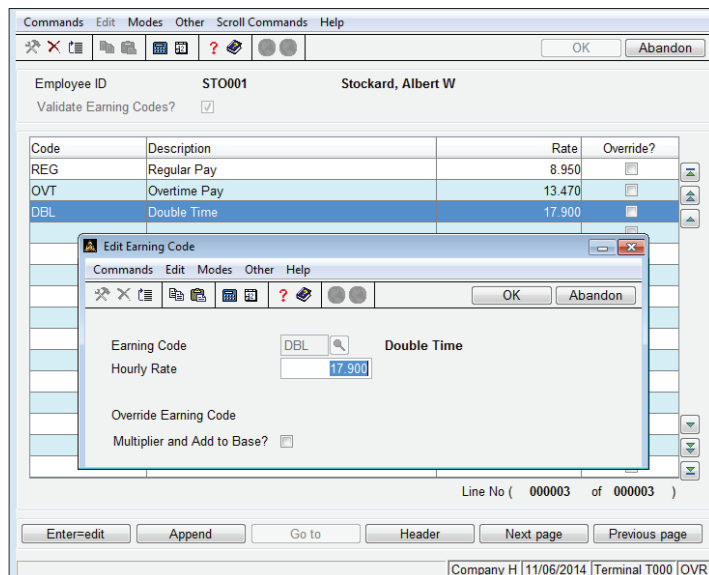


Payroll

There is more to processing payroll than simply printing checks. You must maintain detailed records with clear audit trails, track sick and vacation days, keep up-to-date with tax law changes, and meet government reporting requirements. The Payroll application can handle it all. It also enables you to analyze payroll expenses and employee productivity, and review expense distribution.

You can produce detailed reports to help you plan and generate a budget. Manage your expenses efficiently by tracking FUTA, SUI, Medicare, and Social Security, as well as earnings by department. You decide whether to calculate scheduled deductions as a fixed amount, a percentage of gross pay, an hourly rate, or a declining balance.

You can easily produce W-2s—printed on forms, mailers, or stored on magnetic media to meet federal requirements. When you subscribe to the Open Systems Continuous Enhancement Subscription Program for Payroll, you'll receive updates to federal and state income tax tables.



The earning codes function makes it easy to establish variable pay rates for each employee.

Save time and reduce data errors by using the Import Transactions function to import time tickets from another source directly into the Payroll Time Ticket files.

You can vary an employee's pay rate based on earning code, allowing you to set up different rates for each earning code the employee can use.

Payroll Offers Choices and Flexibility with These Key Features:

- Enjoy flexibility in setting up your payroll. Define pay codes for regular, overtime, doubletime, sick, vacation time, or any other payment method for hourly employees.
- Print checks on blank check form stock with MICR coding (with BBj).
- Define up to 999 deductions per company, as well as taxable and/or nontaxable earnings codes, and an option for fixed federal, state, and local withholdings. Schedule deductions as needed, and set up deductions with fixed end dates, declining balances, and other options.
- Store monthly employee history on earnings, deductions, and withholdings for use in reports required by some states.
- Enter multiple tax rates per employee and per company, and also multiple states and multiple localities for both employee and employer withholdings. Define up to fifteen different tax codes such as workers' compensation, SDI, and L & I.
- Track vacation and sick hours by letting the system automatically accrue them for each employee. A complete audit trail helps you answer employee questions about amounts accrued and used.
- Process the new year's payroll before you print W-2s for the old year. The Year-End Maintenance function creates last-year data files.
- Easily set up state and local taxes by using formula-based tax routines. Use formulas to define state-specific taxes such as workers' compensation, SDI, and L & I.
- Process multiple checks per employee per payroll run. Without the need to calculate, print, and post more than once.
- Void information out of history if a check is lost simply by entering the check number. All earnings, taxes, and postings will be revised. Put the check in the checks file and reprint it if you wish. Set up an unlimited number of earnings codes, including overtime rates and shift differentials.
- Track four quarters of history on payroll checks, and monthly and quarterly check registers can be produced.
- Use the flexible state unemployment reporting, which helps you to conform to changing state reporting requirements and the reporting differences between states.
- The Department List provides a quick way to list the departments you've set up.
- The employee email address field allows you to maintain email addresses for contacting employees electronically.
- The W-2 Name field allows you to specify exactly how employee names will appear on W-2 forms.
- Use the drill-down features in General Ledger to simplify the process of linking GL transactions to the earnings, deductions, and withholdings transactions and checks that generated them. This powerful capability provides a complete audit trail for Payroll transactions and associated calculations.

Payroll Reports:

Time Ticket Journal
Miscellaneous
Payroll Journal
Edit Register
Check Register
Withholding
Employer's Tax
Transaction History
Check History
Department
Quarterly Employer's Tax
Employer's Liability
Sick Leave and Vacation
Quarterly Withholding
Quarterly State Unemployment
Tax Report 941 Form
W-2 Form