PY Payroll Features Checklist

Payroll Calculation

Pay Types

- Unlimited number of pay types including regular, hourly, salary, overtime, etc.
- Effective on/off date for pay rates
- Limits by pay period and/or YTD

Deductions

- Unlimited number of deductions per employee
- Vary the frequency of each deduction as monthly, annual, pay period, quarterly, etc.
- Limits by pay period, YTD, and LTD
- Calculate and collect arrearages
- Direct deposit any deduction

Retirement Plans

- Employer paid
- 401K and 403B plans

Taxes

- Support all federal, state, and local taxes
- Support Social Security and MDC
- Calculate FUTA and state unemployment

Entitlements

- Table driven definition for entitlement accruals such as vacation, holidays, floaters, and other excused leaves
- Employees are automatically enrolled based on eligibility by seniority and/or hire date
- Complete audit trail of accrued and time taken LTD

Benefits

- Table driven setup for all benefit plans including medical, dental, insurance, etc.
- Automatically calculate employer paid benefits based on employee's pay
- Automatic deductions for employee paid benefits
- Support for cafeteria plans

Non-Cash Remuneration

- Automobile use
- Life insurance in excess of IRS limits

Expense Reimbursement

- Directly reimburse employee expenses without effecting Accounts Payable
- Include expenses on the same or separate check

Time Cards

- Daily or weekly input
- Input by date, department, supervisor or employee ID
- Enter exceptions to standard pays
- Enter hours/amount by job/project
- Automatically set rates by employee, pay type, or job
- Enter hours by GL account
- Process pay for pay cycles other than the current cycle

Checks

Payroll Cycles

- Calculate payroll:
    - Monthly
    - Bimonthly
    - Biweekly
    - Weekly
    - On demand
- Recalculate an individual's pay without having to recalculate all employees
- Ability to void all checks in a run

Check Printing - Pre-printed Stock

- Print on custom pre-printed check stock
- Complete restart if paper jams

Check Printing - Laser Checks

- User-designed check/stub format
- Laser paper stock eliminates pin feeds

Manual Checks

- Record/print manual checks
- Create and print single checks on demand
- QuickCheck creates the check and updates the employee pay, deductions, and taxes in a single step

PY Payroll Features Checklist

Additional Check Features

- Check voids in the same or future GL period
- Replace a damaged check with a new check
- Record destroyed check numbers
- Sort by employee ID or department

Bank Accounts

- Unlimited number of bank accounts
- Reconcile bank statements easily online:
  - Reconcile outstanding checks using keyboard/mouse
  - Reconcile by importing a file of transactions supplied by your bank
  - Enter interest and fees during reconciliation that are automatically posted to GL

Employee Profiles

- Character or numeric employee IDs of up to 25 characters
- User-defined employee attributes such as mail stop, parking space, drivers license, etc.
- Mailing labels
- Establish values for:
  - Pay, deduction, taxes
  - Direct deposit information
  - Dates for birth, hire, seniority

Reporting

- Complete library of standard reports including:
  - Payroll Proof
  - Check Register
  - Pay/Deduction/Tax/Entitlement/Benefit Register
  - Direct Deposit Register
  - Un-Reconciled Bank Register
- Easily modify any standard library report or create additional reports using the powerful PowerBuilder® report writer

Inquiries

- Inquiries put information at your fingertips. EmpowerPY provides inquiries for:
  - Employee Profile
  - Time Cards by Employee
  - Pay/Deduction/Tax by Employee
  - Checks by Employee
  - Entitlements by Employee
  - Benefits by Employee

Direct Deposit

- Unlimited number of direct deposits per employee
- Separate pre-notification for each deduction and net pay

W-2 and T4 Processing

- Pre-printed forms
- Electronic filing
- Annual updates conform to IRS rules

Additional Features

- Multiple companies
- Secure access via username and password
- Intuitive navigation
- Establish menus/navigation by job task or by user
- User preferences establish business rules for processing

Client Server Technology

- Open system architecture
- Multiple DBMS support for Oracle®, Microsoft SQLServer®, Sybase® and SQLAnywhere®
- Client support for WindowsNT®, Window 3.x® or Windows95®

Service and Support

- Onsite installation
- Onsite training
- Custom programming
- Source code
- Annual maintenance
- Software enhancement lists
- User conferences