

Payroll – U.S.

[BENEFITS]

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, helping save time and reduce errors.

Increase productivity

Streamline the process of collecting, reviewing, and approving timesheet data with online self-service options delivered through a personalized Web portal. Automated payroll processing helps eliminate 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 direct deposit, without increasing your overhead costs.

Empower employees

Online self-service options enable employees to quickly and conveniently update their own personal information, view their paychecks online, enroll in direct deposit, update tax withholding information, view vacation time available, and submit vacation requests and timesheets.

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.

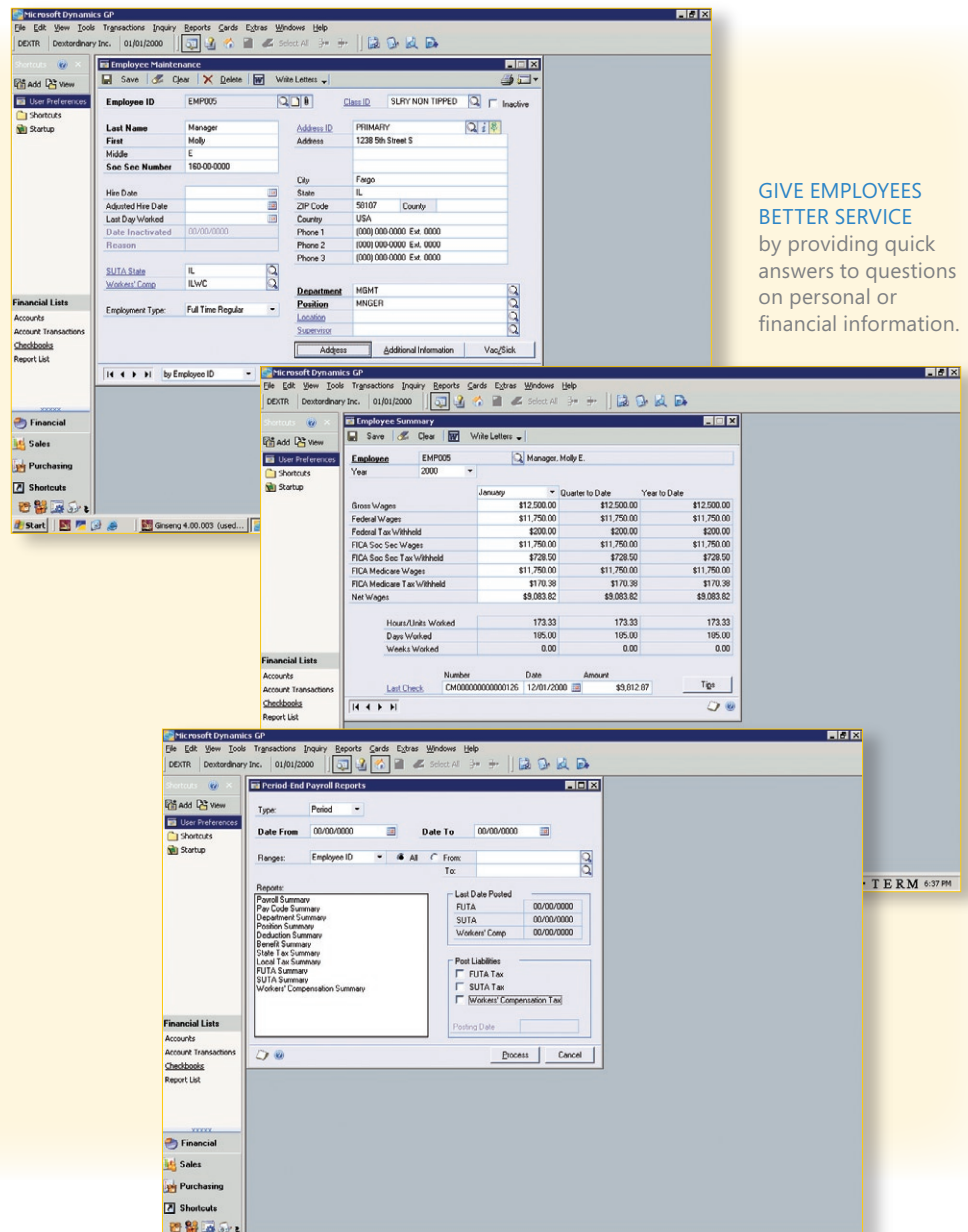
Comply easily with government requirements

Produce 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.

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.

GIVE EMPLOYEES BETTER SERVICE by providing quick answers to questions on personal or financial information.



[FEATURES OVERVIEW]

Flexible Control of Processes

Use setup checklists to help ensure that the functionality you want is installed and available.

Customize detailed records of pay, benefits, and deductions to your business.

Assign employee classes and pay codes to process salary, pension, and EIC pay automatically for employee groups.

Manage employee retirement accounts with increased efficiency by applying a maximum match percentage on a Payroll Benefit code—employees can have 6% withheld in one deduction, even if only 3% is matched.

Define what to include in pay runs and verify the accuracy before printing checks.

Automatically calculate taxes, deductions, and benefits. Manage variable tax deductions for employees working in multiple states.

Control necessary audit details related to handwritten checks for exceptions and voided checks.

Enter specific taxable wage amounts for various transaction types, increasing data entry flexibility and streamlining beginning balance entry.

Set up overtime or double-time pay codes as a factor of an employee's regular rate of pay to ensure that hourly employees are paid accurately.

Automate routine communications by allowing access to employee payroll information. Using Microsoft Office Word, staff can quickly create dynamic communications—such as employee letters and benefit and deduction letters.

Current Tax Tables

Help ensure tax tables are current and avoid the hassle of ordering and installing updates with automatic tax table downloads.

Multiple Inquiry Options

Respond to employee questions about personal, financial, and paycheck information with nine intuitive inquiry windows.

Search by transaction number to see all entered transactions in one window view.

Tailored Reports

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.

[FEATURES OVERVIEW]

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.

HRM Self Service Suite for Business Portal

Provide employees and managers with a personalized Web portal that makes it easy for staff to take routine tasks online:

- Access pay and benefits information
- Enter and approve time cards and expense reports
- Review and update personal information
- Review open job opportunities
- Accept internal job applications
- Review skills and training information

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 modules are licensed separately. The HRM Self Service Suite for Business Portal is licensed separately.