

## Features and Functions: Payroll Module

### Overview

- \* The Payroll Module is a standard payroll package that has been expanded to include a Commission Subsystem, an Employee Scheduling Subsystem and an Employee Time Clock Subsystem. →
- \* All parts of the module are integrated but do not need to be used.

### Features

- \* The Payroll Module is drive by a Master Payroll Constants database that reflects the government Tax Deduction Guidebook (for easy yearly updates).
- \* The Payroll Module update to the General ledger (by department if used) includes UIC earnings and expense, CPP earnings and expense, Bank, Taxes, wages, EHT, Ontario Health Premium, Individual Benefits and Deductions (GL Account Codes may be set up by department).
- \* System integrates with Accounts Payable checks (i.e. check numbers, reconciliation and forms) or to separate “Payroll” account, checks and reconciliation.
- \* The Benefits and Deduction update based on a maximum of 5 times per month, may be based on Dollar value or Percentage of Gross or Net (taxable or non-taxable) and may be limited to a yearly maximum.
- \* The System accrues Vacation Pay and/or Sick Pay liability and amount paid. It supports Salary, Hourly, Commission, Vacation and Bonus Payrolls, multiple payrolls and pay cycles and flexible pay periods. The “Hourly” calculations include Regular, Overtime and Double Time pay.

- \* **A simple Payroll Input program** allows for the entry → of hourly employees “Hours”, and for all employees “piece work”, commissions, extra hours at a different rate (no limit), one time deductions, vacation pay and “Bonus” payments

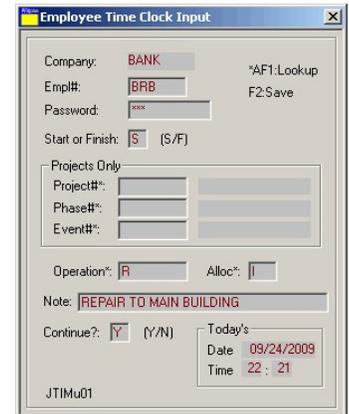
- \* Personal Tax credit input matches TD1 form.
- \* Detailed year-to-date records that Prints T4's and Employment History.
- \* The Employee Schedule allows all employees to be schedule weeks in advance (if required) and includes a “Copy Schedule” Function, Employee substitution, Employee “Work Schedule” printout and interfaces with the “Time Clock”. Management may review and adjust “Time Worked” and directly transfer it to the next payroll.
- \* Commissions Subsystem is automatically updated from other modules where a salesperson has been included in the Sale. Also, commissions may be manually entered (Lookup, Edit and Print feature are included). The Commissions are updated to the next payroll into the Payroll “Commissions Bucket” are calculated as part of the next “Payroll Generation”.

### Reporting

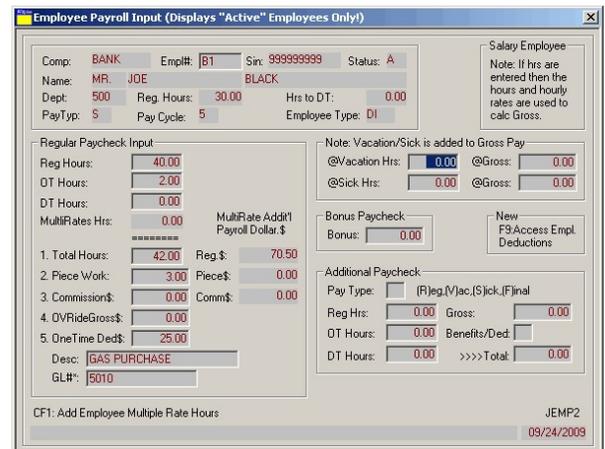
- \* Management Reports include Employee’s Scheduled Report, Actual verse Scheduled Report, Weekly Schedule with Costs Report and Payroll Summary Report.
- \* Most reports are available by Employee# with additional filters (such as Status, Payroll Type, Department and Payroll#).
- \* Reports include Payroll Input List, Payroll Edit List, Payroll Posting Journal by Payroll and by Employee, T4s, Time Clock Edit by Employee Report, Weekly Schedule List, Employee History List (by Year and by Employee), Vacation Accrual List, Employee List plus many more.

### Interface to Other Modules

- \* Integrated to Accounts Receivable, Point-of Sale, Sales order, Service, Major Unit Inventory, Transportation, and Project Management Modules (for Commission purposes).
- \* Updates to Commissions Subsystem, Employee Schedule Subsystem and General Ledger.



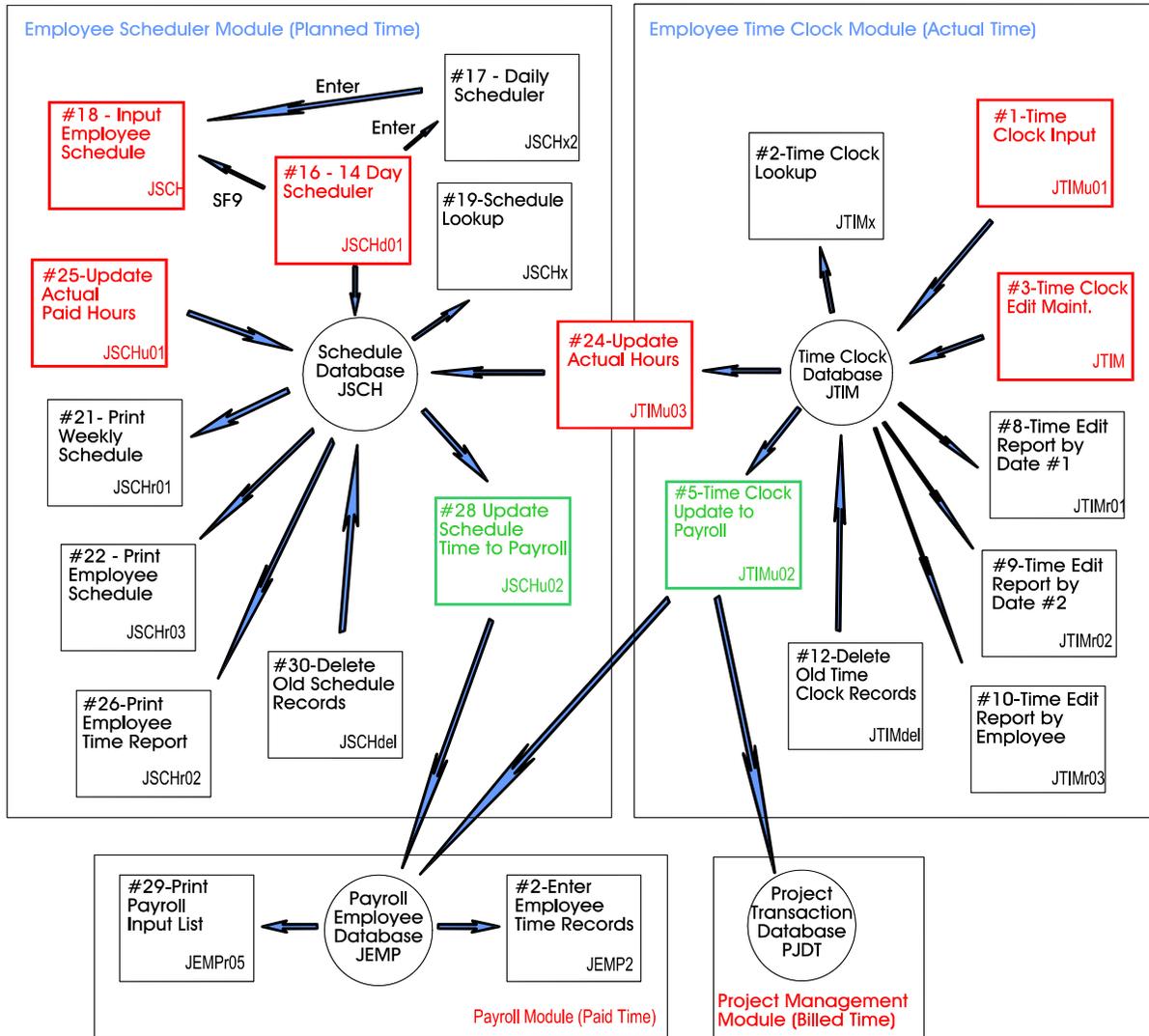
The screenshot shows the 'Employee Time Clock Input' window. It contains fields for Company (BANK), Employee ID (BRB), Password, Start or Finish (S), Projects Only (Project#, Phase#, Event#), Operation (R), Alloc (I), Note (REPAIR TO MAIN BUILDING), Continue? (Y), Today's Date (09/24/2009), Time (22:21), and JT1Mu01.



The screenshot shows the 'Employee Payroll Input (Displays "Active" Employees Only)' window. It contains fields for Company (BANK), Employee ID (B1), Ssn (999999999), Status (A), Name (MR. JOE BLACK), Dept (500), Reg Hours (30.00), Hrs to DT (0.00), Pay Type (S), Pay Cycle (5), Employee Type (DI), Salary Employee Note, Regular Paycheck Input (Reg Hours: 40.00, OT Hours: 2.00, DT Hours: 0.00, MultiRate Add'l Payroll Dollar \$: 0.00), MultiRate Add'l Payroll Dollar \$ (1. Total Hours: 42.00, Reg \$: 70.50, 2. Piece Work: 3.00, Piece \$: 0.00, 3. Commission \$: 0.00, Comm \$: 0.00, 4. OVRideGross \$: 0.00, 5. OneTime Ded: 25.00, Desc: GAS PURCHASE, GL#: 5010), Note: Vacation/Sick is added to Gross Pay (@Vacation Hrs: 0.00, @Gross: 0.00, @Sick Hrs: 0.00, @Gross: 0.00), Bonus Paycheck (Bonus: 0.00), New F9 Access Empl Deductions, Additional Paycheck (Pay Type: (R)eg,(V)ac,(S)ick,(F)inal, Reg Hrs: 0.00, Gross: 0.00, OT Hrs: 0.00, Benefits/Ded: 0.00, DT Hrs: 0.00, >>> Total: 0.00), CF1: Add Employee Multiple Rate Hours, JEMP2, and 09/24/2009.

## Features and Functions: Payroll Module - Scheduling

### Employee Time Management



### Employee Scheduling Subsystem and an Employee Time Clock Subsystem

The Employee Scheduling and the Employee Time Clock are both standard features of our Payroll Module. Both “Subsystems” may be run independent of each other. The employee “Logs in” and “logs out (off)” of The Time Clock with their Employee Code and Password. The employee may enter a project# that is being worked on. The employee can even enter a short note to management why they were late or left early. The resulting time log may be reviewed and/or adjusted by management and easily updated to the “scheduler” and/or the payroll. Payroll hours through the time clock do not require any duplicate entry in payroll. To complete a Payroll, the user is required to enter “Non Time Clock” time and employees, print an edit list (optional) and generate the payroll.