

## Payroll

The ABECAS® Payroll module provides complete management of your payroll. It allows you to enter time cards, manage advances, pay employees, track taxes, deductions and contributions, and distribute the cost of labor, equipment and supplies to the General Ledger and Cost Accounting accounts.

The ABECAS® Payroll can standalone or integrate with other ABECAS® modules. It can receive time details from Equipment Maintenance and other pay/deductions from Participant Settlements. It can pass information to Accounts Payable, and Contact Management. The account distributions can update directly in the GL/CA modules. You can add additional options to the Payroll module, if desired.

### Standard Features

- Employee Code is user- definable - up to twelve alphanumeric characters.
- Standard employee information includes name, Social Security Number, address, emergency contact, phone numbers, job title, pay type, pay rate, overtime basis, and default accounting information.
- Piece rate employees are paid piece rate or hourly, whichever is higher, and includes an automatic check against the minimum wage.
- Employees may be paid as part of a crew.
- Federal, state, and local tax tables may be updated by you.
- Deduction/contribution codes are user-definable. These may be based on a fixed amount per pay period, percent of gross income subject to minimum and maximum levels, an hourly rate, a daily rate, and more.
- Personnel with Leave Accounting maintains various data, including hire date, review dates, driver's license expiration and alien registration expiration. This allows employees to be classified in various ways and tracks vacation, sick and other leave.
- Federal, state, and local withholding rates are entered for each employee.
- Employee payroll history is maintained for each category of earnings, withholdings, deductions, and contributions on a MTD, QTR, and YTD basis ... along with prior quarter and years.
- Deductions may be entered for each employee.
- Last check and advance details are retained by employee.
- Pay codes may be defined for use when entering time cards. They are then used to automate other processes, such as tracking workers compensation by type of work, certified payroll reporting ... and more.
- Tax Calculations to Reflect A Deferred Tax Program -- allows designated deductions to be excluded from the amount that is subject to taxing, and includes designated contributions as being subject to taxes. Worker's Compensation and unemployment taxes may also be specified.

- Worker's compensation codes and rates are user-definable.
- Weekly, bi-weekly, semi-monthly or monthly pay periods.
- Hourly, piece rate combination and salaried employees, including exempt, non-exempt and fluctuating hour employees may be handled.
- Payroll may be calculated for all or individually.
- Time details may be reviewed and changed before payment.
- Advances may be made at any time, with the repayment per period specified by you.
- Manual checks may be written at any time.
- All reports may be displayed to the terminal, printer or disk ... even reviewed before printing.
- Posting automatically calculates the direct labor expense, the overtime premium expense, and the payroll burden expense for each General Ledger and Cost Accounting account.
- Posting automatically transfers liabilities to Accounts Payable, if instructed.
- All checks post to the Check Register.
- Employees may be classified as 941 or 943 type employees.
- Overhead rate codes and rates are user-definable.
- Time cards may be entered simply or in detail.
- Overtime may be entered and assigned to a specific cost center ... or be automatically calculated.
- Bonuses and other payments may be made.
- Variable deductions may be entered on a one-time basis for employees.
- Checks may be issued against any cash account and printed by pay group.
- Unreconciled checks may be voided at any time.
- Access is controlled by module and then by menu selection.
- The details of each payroll record are maintained by employee as long as needed. This allows you to list all or a range of pay information, by employee and date.
- Checks may be reconciled individually or in groups.
- Menu descriptions and help messages may be customized.
- W-2s and quarterly reports may be printed from the current or prior period data.

Posting automatically updates the employee record for wages, withholdings, deductions, contributions, hours and other information.

## Optional Features

- **Tax Calculations to Reflect Different Work and Residence States** -- provides for tax calculations, accounting, and payments, where employees live in one state and work in another.
- **Imported Time Card Details from An External Source** -- lets you import time card information in ASCII format, from an external source.
- **Pay Rate Based Upon Multiple Components in Pay Code** -- lets you specify up to three components, comprising the pay rate. Each of these, such as shift differential, is user-definable. Each pay component may be made separately and subject to the overtime premium.
- **Equipment Charge-out** -- allows up to 3 pieces of equipment to be entered with each time detail. Automatically charges out equipment used and provides revenue to the equipment.
- **Leave Calculated and Paid with Each Paycheck** -- calculates and includes with each paycheck, some or all of the leave earned in each pay period.
- **Deductions/Contributions Based on Union Worked in Pay Code** -- lets you specify the union with deductions tailored to individual unions.
- **Direct Bank Deposits** -- allows the net amount to be deposited electronically, for each employee.
- **Work Crew** -- common time details generated swiftly by assigning crew template.
- **Magnetic Reporting of W2 Information** -- produces a disk file of W2 information specifically to meet the requirements of the IRS and some states.

## Reports

- Detailed personnel information, labels
- Federal, state and local tax schedules
- Multiple Codes Listings
- Historical payroll register--detail and summary
- Direct deposit listing
- Voided checks listing -- detail and summary
- Workers compensation reports
- Magnetic Media Reports
- All required quarterly and year-end Reports
- Work crew and equipment codes listing
- Various edit reports
- Payroll burden by job
- Check register -- reconciled, open, both
- GL/CA Distributions reports
- Employee Notes
- Equipment utilization report