

PAYROLL-U.S.

B E N E F I T S

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.

Employee Maintenance window showing employee details for ACK0001. Fields include Last Name (Ackman), First (Pilar), Middle, Soc Sec Number (917-23-9833), Hire Date (8/3/1998), Adjusted Hire Date (8/3/1998), Last Day Worked, Date Inactivated, Reason, SUTA State (IL), Workers' Comp (ILWC01), Employment Type (Full Time Regular), Address ID (PRIMARY), Address (1939 NE Garfield), City (Winnetka), State (IL), ZIP Code (60093-9122), Country (USA), Phone 1, Phone 2, and Phone 3.

Give

employees better service by providing quick answers to questions on personal or financial information.

Payroll Inquiry window showing a summary of payroll data for employee ACK0001. The table displays various payroll components and their amounts.

| Component | March | Quarter to Date | Year to Date |
|----------------------------|----------|-----------------|--------------|
| Gross Wages | \$337.50 | \$3,452.00 | \$2,452.00 |
| Federal Wages | \$337.50 | \$3,452.00 | \$2,452.00 |
| Federal Tax Withheld | \$42.06 | \$334.27 | \$334.27 |
| FLCA Soc Sec Wages | \$344.55 | \$3,174.03 | \$2,174.03 |
| FLCA Soc Sec Tax Withheld | \$52.36 | \$196.79 | \$196.79 |
| FLCA Medicare Wages | \$344.55 | \$3,174.03 | \$2,174.03 |
| FLCA Medicare Tax Withheld | \$12.24 | \$46.02 | \$46.02 |
| FLTA Wages | \$337.50 | \$3,452.00 | \$2,452.00 |
| SUTA Wages | \$337.50 | \$3,452.00 | \$2,452.00 |
| Net Wages | \$295.27 | \$2,452.00 | \$2,452.00 |

Period-End Payroll Reports window showing a list of reports to be processed. The window includes fields for Range (Employee ID), From (ACK0001), To (FLO00001), Date From (1/1/2003), and Date To (1/15/2003). A list of reports is shown, including Payroll Summary, Pay Code Summary, Department Summary, Position Summary, Deduction Summary, Benefit Summary, State Tax Summary, Local Tax Summary, FUTA Summary, SUTA Summary, and Workers' Compensation Summary. The Last Date Posted is 0/0/0000. The Post Liabilities section includes checkboxes for FUTA Tax, SUTA Tax, and Workers' Compensation Tax. The Posting Date is blank.

Comply

easily and efficiently with government requirements such as period-end reports.

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, saving time and reducing errors.

Increase productivity

Online time tracking using the optional eTimesheets component streamlines the process of collecting, reviewing, and approving timesheet data. Automated payroll processing eliminates 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 secure options, such as easy direct deposit, without increasing your overhead costs.

Empower employees

Online self-service options enable employees to quickly and conveniently update their own personal information, enroll in direct deposit, view vacation time, and submit timesheets—all from their Web browser.

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 the 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.



AVAILABLE WITH:



GREAT PLAINS



GREAT PLAINS STANDARD

PAYROLL–US | FEATURES LIST

Payroll – US

- Create detailed records of pay, benefits, and deductions with customized information specific to your business.
- Streamline employee record management with employee classes and pay codes; and process salary, pension, and EIC pay automatically for employee groups.
- Keep up with changes and revisions to tax and other requirements with updated federal, FICA, and state tax tables.
- Define what to include in pay runs and verify the accuracy of your pay run before printing checks.
- Reduce errors by automatically calculating taxes, deductions, and benefits; and handle variable tax deductions for employees working in multiple states.
- Control necessary audit details related to handwritten checks for exceptions and voided checks.
- Respond to employee questions about personal, financial, and paycheck information with nine intuitive inquiry windows.
- 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.

eEmployee

- Allow employees to update their personal information and enroll in direct deposit at any time from their Web browser.

eTimesheets

- Process timesheets submitted by employees over the Internet for quick review and approval in a secure environment, providing accurate data for payroll processing.

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.

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 components are sold separately. eEmployee and eTimesheets are not available with Microsoft Business Solutions–Great Plains Standard.