

Payroll Data Entry

INTERAC Payroll Data Entry is a subset of the complete payroll solution with all the features necessary for managing employees, entering hours worked, tracking and disbursing deductions and benefits, and providing easy access to reports. Integration with Payroll allows information to flow seamlessly through for processing. Save time and space with the integrated document management system which automatically generates copies of checks and W2s in addition to an electronic employee file.

Processing Payroll

- *Journalize directly or import transactions from a variety of sources*
- *Automatically generate copies of pay check and direct deposit statements*
- *Easily import from time clock, spreadsheet, or external data collection applications.*
- *Opportunity to review before the check run*
- *Integrates with Accounts Payable to streamline disbursement of taxes and employee deductions*
- *Customizable journalizing screen allows data entry fields to be turned on or off as needed*
- *Efficient, heads down data entry utilizing the 10 key numeric pad, not requiring the use of a mouse*

Maintaining Employee Information

- *Maintain general employee contact information*
- *Automatic tracking of*
 - *federal, state, and local taxes*
 - *deductions*
 - *other pays and benefits*
- *Complete pay history (summary and detail)*
- *Use the variety of user defined fields for miscellaneous employee information such as special training or skills, Drug testing results, benefits eligibility, etc.*
- *Keep an electronic employee file*
- *Integrates with HR Manager to provide non-accounting users with easy lookup*

Streamlining the Payroll Process

- *Optional User defined Rate File ensures that correct or special pay rates are selected automatically*
- *Deduction File applies appropriate deductions based on specified criteria such as department, job classification, union, etc.*
- *Department File assigns and distributes earnings, taxes, and deductions to the appropriate departmental General Ledger accounts*
- *Local Tax File manages rates where local taxes must be withheld*
- *Employee Deduction Management System automates the payment of employee deductions to the appropriate vendors in Accounts Payable*

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Data Entry Options

- INTERAC Time Tracker & Job Tracker applications integrate with Payroll for remote data capture
- Import data from time clock systems, or 3rd party data capture tools
- Utilize your own spreadsheet based time sheet and import the data into payroll

InterLink Import/Export Utilities

- Easily design templates to import employee setup information and hours worked
- Download and import timecard / time clock data instead of manually keying it in
- Export report data, including calculations directly to spreadsheet

The screenshot displays three overlapping windows from the 'Employee Time Entry' software:

- Employee Time Entry HOST:** Shows settings for 'Week Ending: Sunday 10/27/2013' and 'Day: Mon 10/21/13'. The selected employee is '1400 - STUART JOHNSON'. It includes input fields for 'Regular' (8.00) and 'Overtime' (0.50) rates, and summary tables for 'Daily Job Total', 'Daily Employee Total', and 'Weekly Employee Total'.
- Employee Time Entry Grid CIMM:** Shows settings for 'Week Ending: Saturday 10/05/2013' and 'Date: Weekly Input'. It features a small summary table and a main grid with columns for Job, Phase, Units Type, and days of the week (Sun-Sat), along with 'Total', 'Override Class', and 'Override Union' columns.
- Enter Journal Entries:** A window for entering payroll data with fields for 'Function', 'Employee Number', 'Check No.', 'Check Key', 'Rate', 'Distribution State', 'Loc', 'SI', 'Class', 'Dept', and 'Union'. It contains a large table with 15 rows and columns for Line, Job, Phase, Equipment, CC, Tran, Sgn, Units, Rate, and Amount.

Check Writing

- Generate complete laser checks on low cost blank check stock, or utilize direct deposit, or ePayCard
- For large volume check runs, utilize self-mailer check stock option with automated sealer-folder
- "Quick Check" option for on-demand check writing puts the entry directly into Payroll
- INTERAC security controls which users are allowed to write checks
- Use the Positive Pay option prevent check fraud
- Easy void check feature to simply void a check, or void and reissue

INTERSOFT CONSTRUCTION, INC.				05-31-05				
EMPLOYEE INFORMATION								
Employee number: 20	Employee name: GREG JAMES LEOPOLD			Tax status: M				
Department: 2	Social security #: 402-51-8444			Exemptions: 2				
Date hired: 01-01-2000	Vacation	Pay	Hours	taken	Remaining			
	Sick pay	.00	.00	.00	36.00			
YEAR TO DATE								
REGULAR	18,244.16	FWH	14,832.78	U DUES	537.30			
OVERTIME	561.76	FICA-S	1,369.61	INSUR	1,050.00			
BONUS	5,200.00	FICA-H	320.31	401K	1,330.96			
REIMB	100.64	SWH-OR	5,579.73	CAPST	446.94			
TRAVEL	50.00			LOAN 1	2,025.00			
EXPENS	300.00			LOAN 2	675.00			
				GARN 1	389.86			
				GARN 2	195.96			
TOTAL WAGES		22,345.40	TAXES	22,102.43	DEDUCTIONS			6,651.02
CHECK # 5139 PAY PERIOD 05-21 to 05-31-05 CHECK DATE 05-31-05								
Earnings		Rate	Hours	Gross	Taxes		Deductions	
REGULAR	18.7255	80.00	1,498.04	FWH	272.04		401K	
OVERTIME	28.0883	10.00	280.88	FICA-S	115.87		CAPST	
BONUS			100.00	FICA-H	27.10		LOAN 1	
				SWH-OR	145.00		LOAN 2	
							GARN 2	
TOTAL EARNINGS			1,878.92	TOTAL TAXES	560.01		TOTAL DEDUCTIONS	
							NET PAY	
							1,077.38	

INTERSOFT Intersoft Construction, Inc. P. O. Box 1650 Beaverton, OR 97008 503-644-3781		Oregon Bank 4500 SW Hall Blvd. Beaverton, OR 97008	5139 05-100 140
PAY: ONE THOUSAND SEVENTY SEVEN DOLLARS AND 38 CENTS			
DATE 05-31-05		CHECK NO. 5139	AMOUNT \$****1077.38**
PAY TO THE ORDER OF GREG JAMES LEOPOLD P. O. BOX 150 BEAVERTON, OR 97005	AUTHORIZED SIGNATURE William Sanger Alexander P. Harris		
@005139# 1001234567# 890129875#			

Document Management System

- Integrated Document Management System saves time and money associated with maintaining paper archives
- Automatically generate copies of pay check, direct deposit statements and W2s
- User defined employee file categories to keep all sorts of additional employee documentation such applications, I9 and W4 forms, drug test results, performance reviews, etc

Employee No: 20, GREG JAMES LEOPOLD			
Help			
General	Tax & Misc	Pays & Deps	Deductions
Documents			
Field	Field Name	Document Title	File Name
<input checked="" type="radio"/> (251)	Application	Application	NRAC000000070
<input type="radio"/> (252)	I-9 Form	I-9	NRAC000000071
<input type="radio"/> (253)	W4	W4's	NRAC000000072
<input type="radio"/> (254)	Check or DD Statement	Direct Deposit Statements	NRAC000000073
<input type="radio"/> (255)	Employee Packet	Employee Packet	NRAC000000074
<input type="radio"/> (256)	W2	TY 2011 W2 Cpy B2C2 E#113	NRAC000000682
<input type="radio"/> (257)	Correspondance	Continuing Ed	NRAC000000836
<input type="radio"/> (258)	Weekly Time Cards	Weekly Time Card	NRAC000000737
<input type="radio"/> (259)	Drug Test Info	DRUG TESTING RESULTS	NRAC000000817
<input type="radio"/> (260)	Safety Info	Employee Incident Report Form	NRAC000001523
<input type="radio"/> (261)	Training & Certification	TrainingCertification	NRAC000000818
<input type="radio"/> (262)	W-11		
View Attach Scan Unattach Email			
OK Cancel			

Reporting

- *Integrated report writing tools*
- *Standard reports include:*
 - *Earnings Register & Earnings Report*
 - *Employee Certified Hours Report*
 - *Union Reports*
 - *State & Federal Quarterly Reports*
 - *W2, 1099, 940, 941, 943, 944*
 - *Employee Lists*
 - *Custom Report Templates*
- *Easily create new custom reports from scratch or by using the templates*
- *Electronic filing for federal and state taxes*
- *Integrates with Report Manager to offer each user a customized menu of selected reports*

