

# 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
  - o federal, state, and local taxes
  - o 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 nonaccounting users with easy lookup

#### Streamlining the Payroll Process

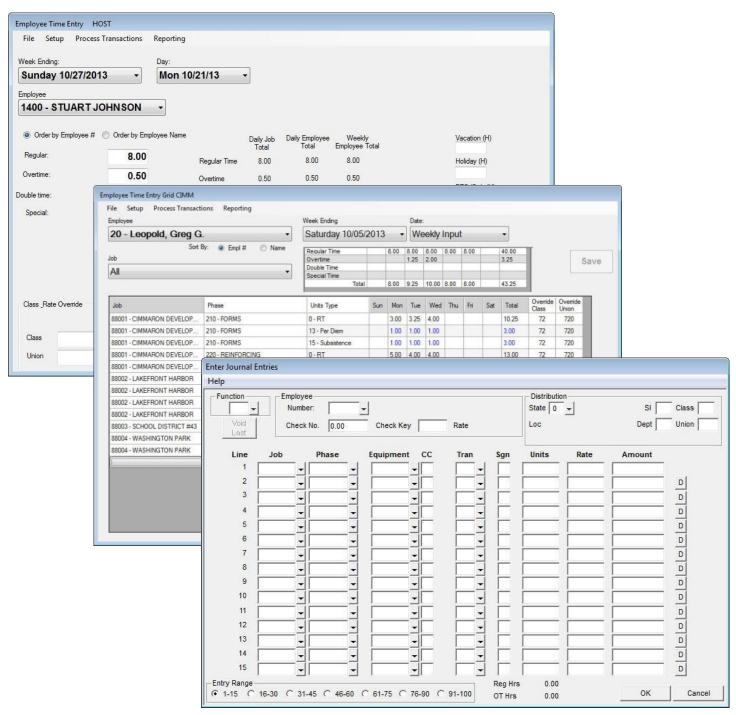
- Optional User defined Rate File ensures that correct or special pay rates are selected automatically
- Deduction File applies appropriate deductions based on specified criteria such as department, job classification, union, etc.
- Department File assigns and distributes earnings, taxes, and deductions 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

# Data Entry Options

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

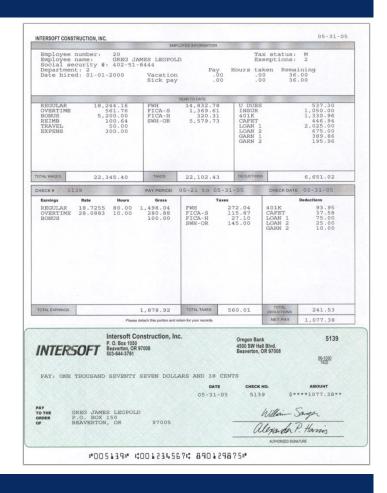
# InterLink Import/Export Utilities

- 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



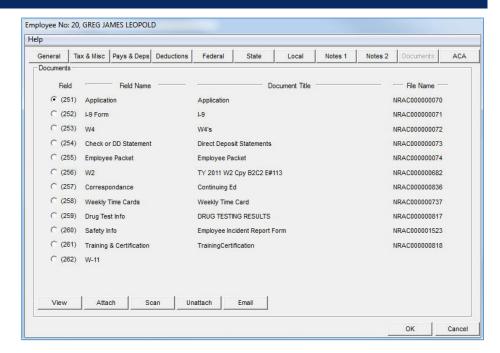
# Check Writing

- 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



# **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



#### Reporting

- Integrated report writing tools
- Standard reports include:
  - Earnings Register & Earnings Report
  - Employee Certified Hours Report 0
  - Union Reports
  - State & Federal Quarterly Reports 0
  - W2, 1099, 940, 941, 943, 944 0
  - Employee Lists  $\circ$
  - 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

