

Payroll Module

The Payroll module gives you a powerful tool for tracking employee service efforts, easily producing timely, and accurate pay and generating distributed accounting entries.

Flexible Payroll Production

- I Comprehensive employee records—Maintain detailed profiles for your employees including pay information, demographics, emergency contacts, review dates, and performance notes. Group employees by pay cycle or department to facilitate payroll production, distribution, and reporting.
- I Save time with timesheet templates—Store a timesheet template detailing payroll codes for each employee. Process payroll directly from template information or use it as a starting point for current timesheet entry.
- I Flexible payroll codes—Create an unlimited number of customized payroll codes for earnings, benefits, deductions, worker's compensation, leave, and more. Design payroll codes to meet the needs of your organization from leave accrual policies to compensation plans.
- I Automatically allocate labor costs—The Payroll module allows you to easily record the hours worked in each program and department during timesheet entry so that your costs are accurately distributed in the general ledger. Choose to distribute earnings by percentages, dollar amounts, or units. Fringe benefits and taxes can be allocated using the same criteria or their own separately defined criteria.

Powerful Reporting Options

- I Federal, state and local tax reporting—Through tax worksheets, summary tax reports, and detailed tax accumulation histories, the Payroll module facilitates tax tracking and reporting in your organization.
- I Generate W-2s—Produce paper and magnetic media W-2 filings directly from the system. W-2s may be generated anytime after the end of the calendar year.
- I Complete history tracking—Keep an unlimited number of payroll years online and easily research payroll issues utilizing the many history-reporting options available. Use a preconfigured report or create your own.

Fully Integrated with other Sage MIP Fund Accounting Modules

- I Offer employees Direct Deposit—Give employees the convenience of electronically deposited pay by using the Direct Deposit module.
- I Control cash with Bank Reconciliation—Payroll checks and vouchers are easily cleared through the Bank Reconciliation module.
- I Need a unique check layout or want to utilize auto-signatures? For full customization options add the Forms Designer module and create secure custom layouts for your printed checks and vouchers.
- I Need to interface with other critical systems? Import timekeeping information and other critical payroll data and export reports using Sage Fund Accounting's Data Import/Export module.
- I Need advanced Human Resources functionality? Move up to Sage Software Abra Suite for Payroll and Human Resources.