

# Sage BusinessWorks Accounting

## Payroll

Preparing payroll by hand can be a tiresome and time-consuming task. By acquiring the power of the Sage BusinessWorks Payroll module, your in-house payroll tasks can be completed quickly and accurately.

At the core of the Payroll module is a database containing extensive employee information. This includes: pay rates, shifts, filing statuses, accrued vacation hours, sick hours, dates of hire, review dates, termination information, earnings totals, deductions, taxes, custom fields, a notepad, and more. Your accounting and human resources staff can quickly access this information and compile paychecks, W-2s and both federal and state government reports. The result is a cohesive, streamlined payroll system that frees up valuable time.

Another important benefit of the Sage BusinessWorks Payroll module involves processing taxes. Built into Payroll are all current tax tables for the federal government, all 50 states, and the District of Columbia. With an active Sage Business Care plan, tax tables can be quickly downloaded from the Sage Online Web site as tax table changes are mandated throughout the year. In addition, the Payroll module automatically calculates tax deposits required so you won't have to process them by hand.

Add minutes to your day and hours to your week with the time-saving features of the Sage BusinessWorks Payroll module.

| Liability date(s)      | Liability | Deposit | Unpaid  | Due date |
|------------------------|-----------|---------|---------|----------|
| Jun 2nd - Jun 4th      | 0.00      | 0.00    | 0.00    |          |
| Jun 5th - Jun 8th      | 307.76    | 0.00    | 0.00    |          |
| Jun 9th - Jun 11th     | 0.00      | 0.00    | 0.00    |          |
| Jun 12th - Jun 15th    | 289.09    | 895.12  | 0.00    |          |
| Jun 16th - Jun 18th    | 0.00      | 0.00    | 0.00    |          |
| Jun 19th - Jun 22nd    | 1244.49   | 1244.49 | 0.00    |          |
| Jun 23rd - Jun 25th    | 602.52    | 0.00    | 602.52  | 06/30/10 |
| Total unpaid liability |           |         | 5738.62 |          |

## SPECIFICATIONS (MAXIMUM LIMITS)

|  |                |
|--|----------------|
| Employees                                    | 10,000*        |
| Characters (alpha-numeric) ID employee       | 12             |
| Custom fields per employee                   | 5              |
| Vacation or sick pay hours per employee      | 999.99         |
| Standard pay cycles                          | 4              |
| Departments                                  | 999            |
| Overtime rates                               | 3              |
| Shift differentials                          | 6              |
| Standard rates                               | Unlimited**    |
| Workers' compensation codes                  | 99             |
| Deductions and other pays per employee       | 30             |
| Deduction calculation methods                | 15             |
| Other pays                                   | Unlimited**    |
| Deductions                                   | Unlimited**    |
| Commission types, piece rates, and job codes | 800            |
| Hourly pay rate                              | 999.99         |
| Entries on a time card                       | 40             |
| Time card earnings types                     | 23             |
| Check amount                                 | \$9,999,999.99 |
| Deduction amount                             | \$99,999.99    |
| Months to keep checks                        | 60             |

## REPORTS

|  |   |
|--|---|
| Check Register   | Other Pay Reports, List, Period Activity, Totals  |
| Commission Reports, List, Period Activity, Totals                | Paycheck and Check Stub                           |
| Company Totals   | Payroll Information Verification                  |
| Deduction Report, List, Period Activity, Totals,                 | Payroll Register                                  |
| Worker's Compensation  | Piece Rate Reports, List, Period Activity, Totals |
| Employee Direct Deposit List                                     | Standard Rates List                               |
| Employee Master List, Name List, Phone List, Review List         | Minimum Wage Adjustment                           |
| Employee Reports, Earnings, History, Overtime, Vacation/Sick Pay | Flash   |



## General Features

- Allows global changes to multiple employee records at the same time to expedite global record updates.
- Maintains task codes to allocate Payroll expense to multiple general ledger accounts simultaneously.
- Allows instant inquiry of paychecks and the breakdown of each check for the calendar year.
- Tracks total dollars and hours on time card reports.
- Imports employee and time card information from a text file.
- Uses Cash Management accounts to generate payroll checks.

## System Maintenance

- Maintains complete employee information, including pay rates, shifts, filing statuses, accrued vacation hours, sick hours, dates of hire, review dates, termination information, earnings totals, deductions, taxes, comments and more.
- Stores and displays images of your employees. Most standard graphic file types are supported.
- Transforms your payroll system into a mini-HR system by using custom fields for each employee. Track and report information such as birthdays, certifications, last raise, equipment issued, etc.
- Allows you to pay hourly, salaried, commissioned, and piece-rate employees.
- Provides weekly, biweekly, semimonthly, and monthly pay cycles.
- Provides predefined pay types including overtime, holiday pay, employee advances, draws, base pay, miscellaneous earnings, and more.
- Tracks employee compensation ("comp") time.
- Allows SUI/SDI for an employee to be in a state different than the employee's SWT state.
- Maintains payroll information for up to five years.

## Deductions and Other Pays

- Supports user-defined deductions, such as pension plans, deferred compensation plans, and dependent care benefits.
- Enables both employee-paid and company-paid deductions providing maximum flexibility.
- Able to calculate workers' compensation deductions using the base hourly pay, ignoring overtime and shift differentials.
- Activates deductions and other pays for specific time periods saving your payroll department valuable time.
- An easy-to-use, intuitive, built-in report writer helps you create reports to meet your unique needs.
- Calculates deductions, commissions, and piece rates.
- Provides additional pay types for employee allowances, reimbursements, and bonuses.
- Able to accumulate allocated tips as "other pay" for reporting purposes on the W-2 forms.

## Processing

- Provides standard time cards for employees who are paid the same amount each pay period, saving valuable time.
- Adjusts pay if tips do not bring an employee up to the minimum wage level.
- Allows after-the-fact payroll recording by using hand-checks.
- Tracks cash and charged tips for a complete compensation solution.
- Generates checks with fully detailed check stubs.
- Allows users to customize the body and stub of payroll checks.
- Able to list company-paid deductions and salaried hours on payroll check stubs.
- Electronically deposits payroll to employee bank accounts, saving your employees a trip to the bank. Sage BusinessWorks produces an ACH compliant file and does not require the use of third-party software to facilitate direct deposit.
- Voiding a check optionally restores the timecard, saving valuable data entry time.

## Taxes

- Includes tax tables for the federal government, all 50 states and the District of Columbia, which can be modified as needed.
- Calculates all federal and state taxes automatically.
- Tracks state and federal tax liabilities and deposits.
- Allows tracking of tax deposits by generating a tax deposit register for a given month or payroll run.
- Allows tax deposits to include penalty and overpayment amounts.
- Alerts you if you have a tax deposit liability to be paid to ensure you won't overlook a tax deposit payment.
- Prints state and federal tax forms, many to plain paper.
- Prints tax deposit checks for 941, 940, SUI, and SDI.
- Prints W-2 forms after the close of the year, so you can quickly mail them to your employees.
- Provides the ability to eFile tax forms and tax deposits.\*\*\*

\*Specifications denoted with an asterisk (\*) are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

\*\*Limited only by disk space.

\*\*\*Requires an active Sage Business Care plan and additional fees apply.

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