

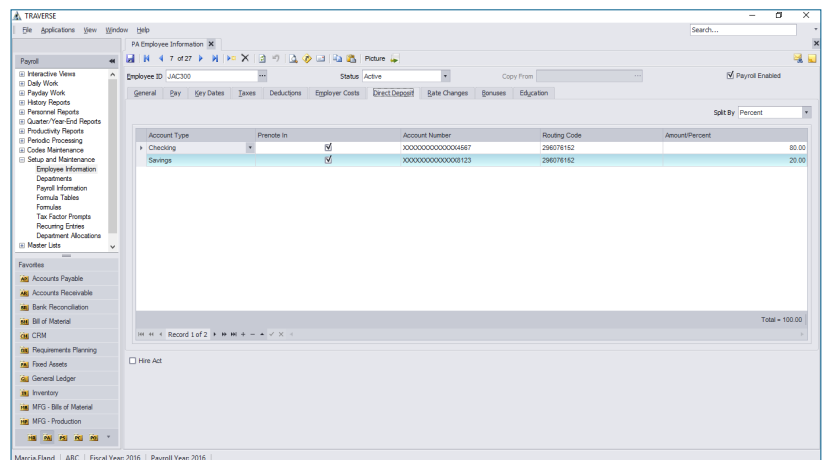


# PAYROLL

TRAVERSE® Payroll helps you take care of your employees while keeping you current with reporting requirements. In addition to printing checks and paying employees, you'll maintain detailed records with clear audit trails, track paid time off, and keep up-to-date with tax law changes. Analyze payroll expenses and employee productivity to help control costs and review expense distribution. When coupled with the Banking application, you can pay by direct deposit.

Use TRAVERSE Payroll to produce detailed reports to help you plan and generate a budget. Manage your expenses efficiently by tracking FUTA, SUI, Medicare, Social Security costs, and as earnings by department. Produce W-2s printed on forms or in magnetic media format to meet federal requirements.

Define pay codes for regular, overtime, double-time, sick, vacation, or any other payment method for hourly employees. Unlimited user-definable deductions are allowed per company, as well as taxable and/or nontaxable earnings codes and an option for fixed federal, state, and local withholdings.



*Powerful interactive views make recalling detailed information easy.*

- **Quickly find information and create clear, detailed reports using TRAVERSE's new interactive views.**
- **Reduce data entry errors by importing time card and payroll information from external programs.**
- **Tailor your interface and create unlimited user-defined fields using the TRAVERSE Design Studio**
- **Take advantage of TRAVERSE maintenance for worry-free updating of tax tables and codes.**



## Additional Features:

- Use multiple provinces and localities for employee/employer taxes.
- Perform formula-based tax routines.
- Print multiple checks per employee per payroll run.
- Use an unlimited number of earnings codes, including overtime.
- Pay employees with flexible rates and shift differentials.
- Prepare configurable provinces unemployment reports.
- Process employer deductions such as RRSPs.
- Set up taxable and/or nontaxable earnings codes.
- Set fixed federal and provincial withholdings.

## Payroll Reports:

- |                               |                              |
|-------------------------------|------------------------------|
| Leave Report                  | Report                       |
| Time Ticket Journal           | Employer's Liability Report  |
| Miscellaneous Payroll Journal | Quarterly Withholding Report |
| Edit Register                 | Quarterly State Unemployment |
| Check Register                | Tax Report                   |
| Withholding Report            | 941 Form                     |
| Employer's Tax Report         | W-2 Form                     |
| Transaction History Report    | Paycheck Received Report     |
| Check History Report          | Pay Period Deduction Report  |
| Department Report             | Salary Review Report         |
| Quarterly Employer's Tax      |                              |

The screenshot shows the 'PA Employee Information' window for Employee ID LUK001. The interface is divided into several sections:

- Navigation Pane (Left):** Contains 'Payroll' and 'Favorites' sections. 'Payroll' includes Interactive Views, Daily Work, Payday Work, Personnel Reports, Productivity Reports, Periodic Processing, Codes Maintenance, Setup and Maintenance, Employee Information, Departments, Payroll Information, Formula Tables, Formulas, Tax Factor Prompts, Recurring Entries, and Department Allocations. 'Favorites' includes Accounts Payable, Accounts Receivable, Bank Reconciliation, Bill of Material, CRM, Requirements Planning, Fixed Assets, General Ledger, Inventory, MFG - Bills of Material, and MFG - Production.
- Main Window:**
  - Employee Information:** Employee ID: LUK001, Status: Active, Copy From: [blank], Payroll Enabled: [checked].
  - General Tab:** Dept Allocation ID: [blank], Department: 300, Labor Class: SHP, Corporate Officer: [unchecked], Seasonal Employee: [unchecked], Type: Hourly, Employee Status: Full-Time, Check Sort: [blank], Exempt From Overtime: [unchecked], Adjust To Minimum: [unchecked], Group Code: 0, Pay Periods Per Year: 52, Hire Act: [unchecked].
  - Earning Codes Table:**

Code	Description	Rate Type	Rate	Default
DRV	Driver	Override Regular ...	23.000	<input type="checkbox"/>
P02	Travel Exp	None	0.000	<input type="checkbox"/>
REG	Reg pay	None	19.000	<input checked="" type="checkbox"/>
  - Leave Codes Table:**

Code	Description	Remaining Hours
V02	Vacation	307.682

PA Employee Information