

PAYROLL

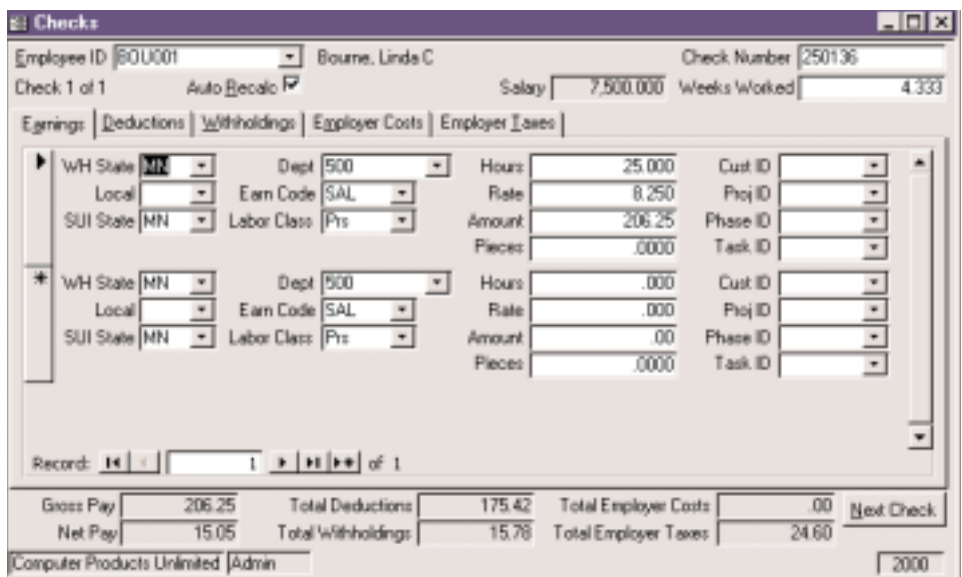
Payroll Management Made Easy

TRAVERSE® Payroll keeps you current with government reporting requirements while giving you total flexibility. In addition to printing checks, you need to maintain detailed records with clear audit trails, track sick and vacation days, and keep up to date with tax law changes. TRAVERSE Payroll can handle it all. It also enables you to analyze payroll expenses and employee productivity as well as control costs and review expense distribution.

TRAVERSE was developed with SQL Server, Microsoft Access® and Visual Basic.™, so you have a seamless interface to other Microsoft Office products such as Word, Excel, and Mail as well as HTML language for the Internet. You can export reports-including headings, data, and formulas- with just a click!

With this module, you can produce detailed reports to help you plan and generate a budget. Manage your expenses efficiently by tracking FUTA, SUI, Medicare, and Social Security, as well as earnings by department. You decide whether to calculate scheduled deductions as a fixed amount, a percentage of gross pay, an hourly rate, or a declining balance. You can easily produce W-2s-printed on forms, or stored on magnetic media to meet federal requirements.

You'll have the flexibility to set up your payroll according to your terms. Define pay codes for regular, overtime, double-time, sick, vacation time, or any other payment method for hourly employees. An unlimited number of 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.



The screenshot shows a software window titled "Checks" with the following data:

Employee ID	60U001	Bourne, Linda C	Check Number	250136			
Check 1 of 1	Auto Recalc <input checked="" type="checkbox"/>	Salary	7,500.000	Weeks Worked	4.333		
Earnings Deductions Withholdings Employer Costs Employer Taxes							
▶ WH State	MN	Dept	500	Hours	25.000	Cust ID	
Local		Earn Code	SAL	Rate	8.250	Proj ID	
SUI State	MN	Labor Class	Pts	Amount	206.25	Phase ID	
				Pieces	.0000	Task ID	
* WH State	MN	Dept	500	Hours	.000	Cust ID	
Local		Earn Code	SAL	Rate	.000	Proj ID	
SUI State	MN	Labor Class	Pts	Amount	.00	Phase ID	
				Pieces	.0000	Task ID	
Record: 1 of 1							
Gross Pay	206.25	Total Deductions	175.42	Total Employer Costs	.00	Next Check	
Net Pay	15.05	Total Withholdings	15.76	Total Employer Taxes	24.60		
Computer Products Unlimited Admin						2000	

You can edit manual checks or system calculated checks prior to printing.

Additional Payroll Features:

- multiple states and localities for employee/employer taxes
- automatic accrual of vacation and sick time hours with complete audit trail
- formula-based tax routines
- multiple checks per employee per payroll run
- unlimited number of earnings codes including overtime rates and shift differentials
- flexible state unemployment reporting
- employer deductions such as 401(k)
- recurring time ticket entries
- 999 user-definable deductions per company
- taxable and/or nontaxable earnings codes
- option for fixed federal, state, and local withholdings
- process the new year's payroll before printing W2s for the old year
- track four quarters of history on payroll checks
- produce monthly and quarterly check registers

Payroll Reports:

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

The screenshot shows a software window titled "PA - Employee Information" for employee "Bourne, Linda C" with Employee ID "80U001". The window has several tabs: General, Pay, Key Dates, Taxes, Deductions, Employer Costs, Comments, Rate Changes, Bonuses, and Education. The "General" tab is active, displaying the following information:

- Personal Information:** Last Name: Bourne, First Name: Linda, Middle Init: C, Address 1: 501 N Hamilton Ave, City: Edina, Region: MN, County: USA, Postal Code: 55435, Phone No: (612)-555-1212, SS No: 459-30-1099, Sex: Female, EEO Class: African-American.
- Job Information:** Job Title: Admin. Asst., Supervisor ID: LUK001, Work E-mail: info@osas.com, Home E-mail: info@osas.com, Internet: www.osas.com.
- Emergency Contact:** Name: Jim Bourne, Work Phone: (612)-567-3319, Home Phone: (612)-555-1212, Relation: Husband.
- Benefits and Status:** Participate in 401K: , Eligible For Pension: , Statutory Employee: , Deceased: .

At the bottom of the window, there are buttons for "Employee History" and "Employer History", and a footer with "Computer Products Unlimited Admin" and the year "2000".

Deductions can be based upon several different computational methods.