



PAYROLL

The BIS® Payroll module makes it easy to process payroll, and even direct deposit. It takes over the tedious job of calculating, tracking and reporting for local, state, and federal government required payroll reports. Quarterly Tax Reports, Certified Payroll, Minority Utilization, Worker's Compensation, and Union Reports are a snap with BIS.

Features:

- Entries automatically update the Payroll Journal, Employee File, Employee History, General Ledger, Job Cost File, and Financial Statements.
- Multiple State Payroll.
- User-definable payroll adjustments for additions, deductions, tax deferred additions and deductions, local taxes, and union contributions.
- Automatically computes payroll taxes for all fifty states, the District of Columbia, and Puerto Rico.
- Automatic company-wide and employee specific deductions.
- User-definable overtime and double time rates through trade classifications.
- Prepares Federal 940 Worksheets and 941 IRS approved Forms.
- Prepares W-2 Forms and Magnetic Media.
- Prepares multiple prepayment edit lists of payroll checks for cash demands and final verification prior to printing checks.
- Payroll hours can be distributed to multiple jobs, cost codes, worker's classifications, and unions.
- Employee Id's are user-definable, up to ten characters, and a thirty character name field is provided.
- Creates NACHA Direct Deposit file to multiple accounts.

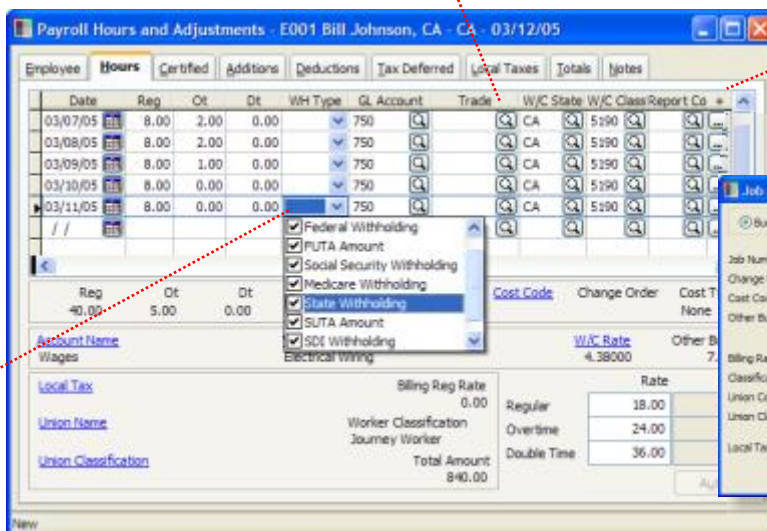
Federal, state and local tax deductions are maintained for each individual employee.

Employee history displays year-to-date totals for wages, withholdings, contributions, vacation and sick time used.

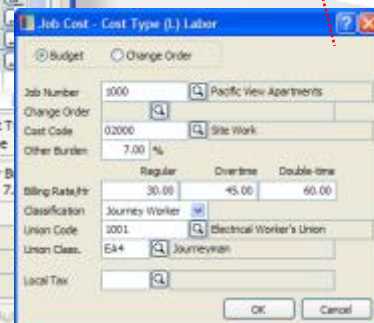


Images can be used to visually identify employees.

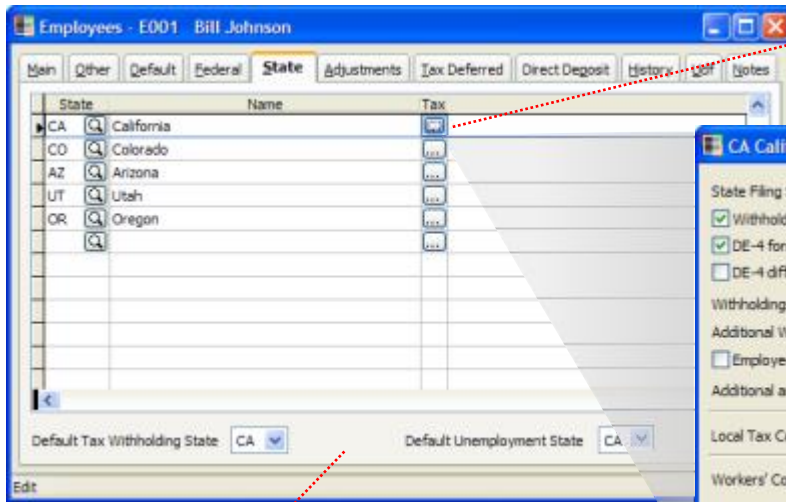
Default information recorded in the individual employee record can be modified at payroll entry, if necessary.



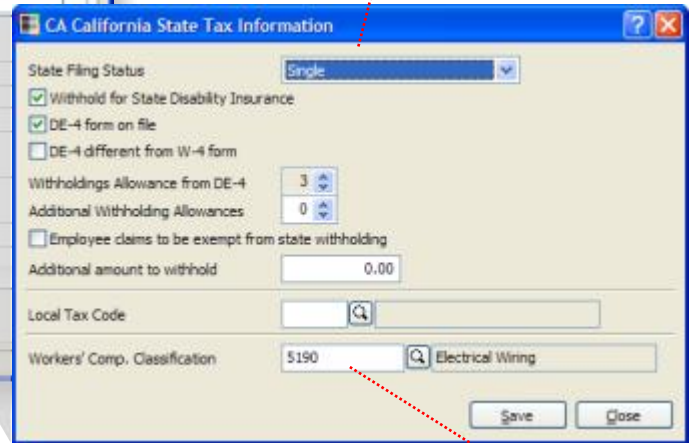
Pop-up Job Cost window allows you to apply payroll hours to one or more jobs.



Combo Box displays the withholding type preset in the individual employee's record, which can be changed for each line item.



For employees that work in different locations, detailed tax withholding information can be saved for multiple states.



Set the default taxing and unemployment state for each employee. This can be overridden by selecting another state listed at payroll entry.

IRS Approved 941 and 941 Schedule B Forms.

User can define an unlimited number of worker's compensation classifications for each state.

Reports:

- Payroll Journal.
- Employee Information and Earnings History Report.
- Federal Quarterly Reporting Worksheets and Forms.
- Federal Withholding and FICA (Social Security and Medicare) Worksheets (Form 940).
- State Unemployment Worksheets.
- State Disability Insurance Report.
- Worker's Compensation - classifications and report.
- Department of Labor and Industry Reports (for states that require).
- W-2 Forms and Magnetic Media.
- Prints Employee Labels.
- Monthly Employment Utilization Report.
- Certified Payroll - trade classifications, pay periods and report.
- Employee List - summary, detail or extended; by employee number, name, location, telephone, SSN or status.
- Payroll Adjustment Code Lists - additions, deductions, tax deferred, local taxes.
- Prepayment Journal.
- Recurring Payroll - groups and payroll records.
- Gross and Taxable Wages Reports.
- Payroll Summary.
- Exemptions.
- Union Payroll - union list and report.

