

Automate your school payroll. Manage journal entries, all types of contributions, exclusions, and deductions; eliminate manual adjustments, and track and adjust leave accruals and balances.

- Quickly manage employee information, wages, and history
- Simple benefit, deduction, and leave tracking
- Streamlined exception-based time entries
- Automatically produce W2s, 941s, files, and reports

Integrates with:

General Ledger, Human Resources, Budget Preparation

FEATURES

Automatically creates journal entries from all payments and adjustments. Clerk controls posting to Accounting for school's ledgers.

Use global settings, individual employee settings or combinations to **achieve complete correct expenditure accounting for employer contributions.**

Automatically distribute payroll expenditures on a percentage basis between any numbers of line items.

Reissue lost checks and produce paycheck advances with ease.

Employee records can be tied to Budget Preparation salary schedules for **quick automatic salary updates.**

Scan or attach forms, contracts, photos, or other documents to employee records.

Analyze the effects of scenarios like changes in withholding quickly, securely, and without tedious rekeying of data.

Manage employee contracts with ease. "Close contract" feature automatically adjusts for pennies owed on final payout and can produce a single check.

Employer Contributions/Deductions:

- Set deduction life by date and total amount
- Set exclusions for certain types of pay
- Adjust global rate to update all employees
- Manage deferred compensations
- Section 125, annuities, garnishments, 457, and others

Leave Tracking:

- Track leave accruals and balances
- Adjust leave balances by individual or group
- Set up leave accrual schedules based on years of service and accrual rate

TIME CARD ENTRY Validate accounting and distribution percentages for unlimited pay types, split by hours or percentages. Easily enter hourly distribution of expenditures and exceptions.

PAYCHECK CORRECTION Check cancellation automatically reverses accounting and employee pay entries. No manual journal or W2 adjustments are required.

DEDUCTION ADJUSTMENTS Quickly refund over-withholding. Employee deduction history is automatically adjusted and accounting entries created.

REPORTS

Payroll Worksheets

Payroll and Accounting Registers

Payroll Summaries by Pay Date Range

Accounting Reports

Payment Tracking

Employee History

Employee Reports

Volunteer Reports

Quarterly and Other Deductions

And More