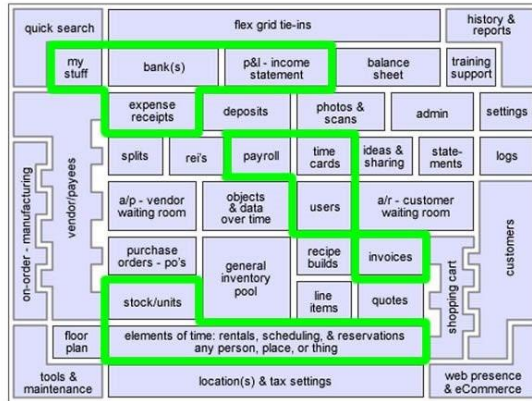


Business Functions - Payroll

Payroll & Timecard Functions



➤ Payroll

- Employee options
 - Multiple departments
 - User profiles
 - Photo galleries
 - Files & media content
 - History tracking (logins, actions, audit trail)
 - W-2's or 1099's
 - Hourly, salary, commissioned, or mixed
 - Commissions & split commissions/sales
 - Digital paystub access
 - Individual time clock reports
- Vendor options
 - Photo galleries
 - Files & media content
 - History tracking (usage, assignments, recent activity)
 - 1099's
 - Full expense tracking
- Time clocks
 - Employee time clocks
 - Manager time clocks
 - Admin time clocks
 - Multiple departments
 - Overtime
 - Bulk timecards
 - Project time tracking
 - Customer time tracking

- HR options
 - Multiple departments
 - User profiles
 - Upload photos, files, content
 - Custom paperwork (contracts, forms, etc.)
 - Tax withholding settings
 - Bonuses, games, draws, IRA's, meal plans, etc.
 - Permissions for employees, managers, and admin
 - Check writing
- Reporting & forms
 - Full expense tracking
 - 1099's
 - W-2's
 - Other year end reporting
 - Commission reports
 - Sales reports
 - Payroll stubs & reporting
 - Export data
 - Custom paperwork
 - Printing options
- Maintenance & updates
 - Automatic updates on tax withholding tables
 - Federal updates
 - State updates
 - Automatically flow into financials
 - Sub payroll & time tracking options
 - Forms updated annually
 - Custom paperwork & documents available