



## Payroll

Preparing payroll by hand can be a tiresome and time-consuming task. By acquiring the power of the Sage BusinessWorks Payroll module, your in-house payroll tasks can be completed quickly and accurately.

At the core of the Payroll module is a database containing extensive employee information. This includes: pay rates, shifts, filing statuses, accrued vacation hours, sick hours, dates of hire, review dates, termination information, earnings totals, deductions, taxes, custom fields, a notepad, and more. Your accounting and human resources staff can quickly access this information and compile paychecks, W-2s and both federal and state government reports. The result is a cohesive, streamlined payroll system that frees up valuable time.

Another important benefit of the Sage BusinessWorks Payroll module involves processing taxes. Built into Payroll are all current tax tables for the federal government, all 50 states, and the District of Columbia. With an active ClientCare plan, tax tables can be quickly downloaded from the Sage Software Online Web site as tax table changes are mandated throughout the year. In addition, the Payroll module automatically calculates tax deposits required so you won't have to process them by hand.

Add minutes to your day and hours to your week with the time-saving features of the Sage BusinessWorks Payroll module.

Liability date(s)	Liability	Deposit	Unpaid	Due date
May 19th - May 21st	293.88	0.00	0.00	
May 22nd - May 25th	0.00	0.00	0.00	
May 26th - May 28th	285.35	0.00	0.00	
May 29th - Jun 1st	1805.07	2707.53	0.00	
Jun 2nd - Jun 4th	0.00	0.00	0.00	
Jun 5th - Jun 8th	307.76	0.00	0.00	
Jun 9th - Jun 11th	4392.59	0.00	3560.65	06/16/10
Total unpaid liability			10623.98	

## SPECIFICATION (MAXIMUM LIMITS)

• Employees	10,000*
• Characters (alpha-numeric) ID employee	12
• Custom fields per employee	5
• Vacation or sick pay hours per employee	999.99
• Standard pay cycles	4
• Departments	999
• Overtime rates	3
• Shift differentials	6
• Standard rates	Unlimited**
• Workers' compensation codes	99
• Deductions and other pays per employee	30
• Deduction calculation methods	15
• Other pays	Unlimited**
• Deductions	Unlimited**
• Commission types, piece rates, and job codes	800
• Hourly pay rate	\$999.99
• Entries on a time card	40
• Time card earnings types	23
• Check amount	\$9,999,999.99
• Deduction amount	\$99,999.99
• Months to keep checks	60

## REPORTS

- Check Register
- Commission Reports, List, Period Activity, Totals
- Company Totals Report
- Deduction Report, List, Period Activity, Totals, Worker's Compensation
- Employee Direct Deposit List
- Employee Master List, Name List, Phone List, Review List
- Employee Reports, Earnings, History, Overtime, Vacation/Sick Pay
- Flash Report
- Minimum Wage Adjustment Report
- Other Pay Reports, List, Period Activity, Totals
- Paycheck and Check Stub
- Payroll Information Verification Report
- Payroll Register
- Piece Rate Reports, List, Period Activity, Totals
- Standard Rates List

\*Specifications denoted with an asterisk (\*) are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

