

## SYSTEM OVERVIEW

The **Infinity POWER Payroll** module is designed to calculate employee pay, generate paychecks and track employee tax information. It provides detailed personnel reporting and analysis, as well as breakdowns for multiple jobs, departments and states.

The pay calculation and check writing options provide rapid or single pay data entry for salaried and hourly employees. Hourly employees may have up to twenty different hourly rates on the same pay period. Complete check runs or individual checks may be generated at any time.

## DEPARTMENTAL PROCESSING

The “**departmental features**” allow all processing and reporting by department. This means that employee time may easily be allocated to a wide range of departments so that costs can be accurately reflected, as a true cost, for each department. This is crucial to accurate profit center reporting in General Ledger.

## JOB COST INTEGRATION

Integration with the **Job Cost Main Module** allows the allocation of employee wages to both departments as well as various projects or jobs. Employee pay data costs may be allocated to multiple projects and cost codes on the same payroll cycle. This is a crucial feature when true cost accounting is implemented. Payroll overhead allocations may also be calculated and posted to each job.

## EMPLOYEE REVIEW PROCESS

The Payroll module also includes a wide range of Payroll reports and tracking mechanisms designed to facilitate employee reviews. This includes not only the automatic calculation of when employees are subject to reviews but the printing of the review forms as well. A unique “**Record Employee Comments**” option provides an ongoing tool to keep track of employee actions, both negative and positive for inclusion in the review process.

## CERTIFIED PAYROLL

This report provides the specified employee reporting requirements for the U.S. Department of Labor (**Form WH-347**). Required on most government contracts, this report breaks out labor costs by job and by employee. It is used to verify which employees worked on specific jobs and when.

## WORKERS' COMPENSATION

Workers' Compensation reporting requirements are provided by the system. Complete flexibility exists to keep track of the various types of work an employee may have performed on the job as well as allowing for differing pay and insurance rates based on the type of work being performed.

## PERSONAL TIME COUNT DOWNS

Personal Time Balances not only track the amount of personal time (**vacation, sick, etc.**) an employee has coming, but also “**counts down**” the personal time when it is used. These personal time categories allow for easy allocations during the pay data entry process while the system does the rest! In reverse, they can be used in conjunction with a special script in the **DP/AUTO** module to calculate “**accruals**” of time for employees based on the amount of time they have worked!

## TAX TABLE MAINTENANCE

The **Payroll** module comes with all Federal and State tax tables for the current year.

As the government makes **Payroll** tax changes, utilize the **DP/Update** feature, which is automatically included in the software, provides **Payroll** updates at no additional cost.

## TIME CATEGORIES

The **Payroll** module allows for user-defined “**time categories**.” These time categories are used to display the type of hours that are being entered (**such as Regular, Overtime, piecework, etc.**) through the “**Enter Pay Data**” options. Predefined time categories are used to automatically calculate the hourly rate for hourly employees and track personal time balances (**such as Vacation, Sick, Holiday, etc.**).

## SPECIAL PAY TYPES

This feature allows earnings, deductions, non-cash earnings (**such as use of cars**) and additional **FIT**. The system may calculate the amounts of each special pay type based on a percentage of gross wages, a fixed rate or an amount per hour worked. These special pay types may be set up as temporary or permanent, specifying the number of recurrences and with a cap on the total amount to be deducted from the employee.

This is ideal for Deferred Compensation Plans (**such as 401K plans**), where there may be a limit on the amount that can be contributed to the plan. Loan repayment schedules are easily handled since there is a limit and can be tracked across Fiscal Years. Up to twenty special pay types can be applied on a single payroll check. Overall, up to **200** pay types per employee may be accumulated. Deductions such as **401K & 125 Cafeteria Plans** can be calculated and properly tracked on any special pay type earnings code.

## Reports

- Checks (*With YTD Pay History on Stub*)
- Direct Deposit Pay Stubs with Passwords (*optional use with DP/AUTO*)
- Certified Payroll Report
- Final Check Summary with General Ledger Account Summary
- Check Registers (*Departmental Summary*)
- Check Register by Employee
- Special Pay Type Register
- Departmental Expense Summary
- Personal Time Balance Report
- Monthly, Quarterly (**941**) and Annual Payroll Summary
- Federal (**FUTA**) and State (**SUTA**) Unemployment Tax Reports
- Employee Pay Review Form
- Employee Listing (*Detailed/Non-Detailed*)
- Employee Listing by Status
- Employee Comments Report
- Employee Pay Review Reminder
- Workers' Compensation Report
- Monthly Unemployment Report
- Department Listing (*Detailed/Non-Detailed*)
- Time Category Listing
- Tax Table Listing
- Worker's Compensation Class Listing
- Special Pay Types Listing
- Employee Mailing/Time Sheet Labels
- W-2s (*Preprinted Form & Magnetic Media*)
- W-2 Totals Report
- Employee Hours Worked Report

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## STATE/LOCAL TAX REPORTING

The system allows the simultaneous processing of multiple state and local taxes as well as all Federal Taxes (**FIT**). State Income Tax (**SIT**) and State Unemployment Tax (**SUTA**) features allow the simultaneous processing of all **50** states. The system automatically keeps track of each state's information and allows tax reporting by state. Local income tax (**LIT**) may also be calculated and reported. Special non-cash earnings, cafeteria plan benefits (**Section 125**) and **401K** type deductions may also be utilized.

## VARIABLE OVERTIME

A key feature is the calculation of “**Variable Overtime**” for employees who either work at multiple pay rates or are paid on a “**piecework**” basis. The formulas used are in accordance with the standards established by the Department of Labor.

## TIME BALANCE TRACKING

Personnel reporting and analysis is provided through the tracking of personal time balances and employee comments. In addition, the system provides pay review tracking, reporting and scheduling information.

## Module Features

- Employee Management, Check Printing and Direct Deposit Capability.
- Twelve (12) Character Employee Number (*alpha/numeric*).
- Includes Direct Deposit Payroll Feature so that Employees' paychecks (*funds*) can be transferred directly to their individual bank accounts each Payroll cycle.
- Employees can choose Direct Deposit for regular printed checks for their method of payment.
- Unlimited number of Employees and Transactions.
- Employees and Reports Accessed by Employee Number, Name, Department or User Defined Indexes.
- Payroll Tax Allocation by Department.
- Prints W-2s and W-2 Totals Report for W-3 filing(s).
- Supports Laser Checks & Laser W-2s.
- User-Selectable Preprinted Checks and W-2 Forms.
- On-Line Employee Inquiry (*Options for Default Employee Data, Personal Time Balances, Comments, Historical Pay Information, Tax Tables/Accumulator Data*).
- Allows "Importing" of Employees for easy data conversions.
- Allows "Importing" of Time Clock Data from other systems through Integration with the **Time Sheet Entry** module.
- Allows users to allocate Employee Pay Data to Multiple Projects or Departments during each Pay Cycle.
- Multiple Pay Rates per Employee, per Project (*job*).
- Prints a Certified Payroll Report.
- Payroll Overhead Allocations posted to Project and/or Departments.
- Rapid Data Entry of Pay Data with Automatic Employee Retrieval.
- Tracks the Number of Weeks Worked, Vacation, Personal and Sick Time Balances by Employee.
- Supports Multiple States Simultaneously.
- Allows Automatic Voiding of a Check.
- Supports Non-Payroll Payments to Employees.
- Supports five (5) character Special Pay Types and Deduction Codes such as: Bonuses, Commissions, Additional Withholding, Insurance, Pension Programs, 401K Special Deduction Codes, 125 Cafeteria Plan and other User-Definable Codes.
- Special Pay Type Accumulators can be up to **200** per Employee per year.
- Automatically Calculates all Federal and State Taxes such as FICA, Social Security, Medicare, FIT, FUTA, SIT, SUTA and City/Local Income Tax Rates and 941 Reporting (*including Schedule B*).
- All data stored by calendar period which allows on demand reprinting of all reports by system date.
- User-Definable Tax Tables in the format of the Standard "Circular E" (*Annual Updates available to Registered Users*).
- Performs Automatic "Countdowns" of all Employee Time Balances for Vacation, Personal and Sick Time.
- "Countdowns" may also include Special Pay types for a variety of areas including Loan Repayments, Contributions to Special Benefit Programs (*i.e. 401K Plans*) where there are also "deduction limits" on how much an Employee can contribute in a year, and much more. The system will even calculate the uneven balance portion at the end of a countdown and only deduct or add the uneven amount in the final pay cycle affected.
- **Automatic Accumulators of Special Pay Types.** The system will automatically add Special Pay Type Accumulators for each Employee every pay cycle when a new Special Pay Type is used on their Payroll. No additional setup is required!
- Allows "Piecework" Calculations (*Pay per Unit of Production*).
- Automatic Calculation of Special Pay Types by a Fixed Amount, Percent of Gross Pay or Amount by Hour.
- Handles Workers' Compensation Tracking and Reporting. This information is accumulated on a monthly basis allowing reports to be rerun for all prior months.
- Calculation types for Workers' Compensation include: (1) Regular Earnings & Regular Part of Overtime, (2) Regular Earnings & All Overtime, (3) Regular Earnings Only.
- Maintains Paycheck Historical Information for an Entire Year.
- Handles different Pay Periods by Employee (*Daily, Weekly, Bi-Weekly, Semi Monthly, Monthly, Quarterly and Annually*).

- Allows Writing of a Single Paycheck.
- Handles Salaried, Hourly, Commissioned and "TIP" Compensated Employees.
- Allows Multiple Departments with Expense Allocations by Department.
- Handles Multiple Pay Rates per Employee (*Up to 20 per Pay Period*).
- Accumulates Special Pay Type Amounts Monthly, Quarterly and Annually for reporting purposes in Detail and in Summary.
- Allows Entry of Manually Written Checks (*After-the-Fact*).
- Tracks Employee Advances and Payback Schedules.
- Tracks Personnel Comments by Employee.
- Tracks "Notes" with date and time stamp per note by Employee.
- Tracks Termination Status of Former Employees including Laid Off and Leave of Absence.
- Allows Different Pay Rate per Workers' Compensation Code.
- Performs "Variable Overtime" Calculation and Tracking.
- Allows Posting to General Ledger in Summary or in Detail (*Optional*).
- During Rapid Employee Pay Data Entry, the system includes options for automatic update of salaried and hourly employees.
- Special Pay Type Capability allows preset Calculation Methods by Pay Type (1=Fixed Amount, 2=Percent of Gross Pay, 3=Amount Per Hour) to do automatic calculation during Pay Data Entry.
- Tracks all FICA and Medicare Accruals and Expenses.
- Payroll Overhead Calculations included in the Transaction Detail File.
- General Ledger Account Summary included at end of Check Register Reports.
- Employee Listing Report allows the selection of Status Types to be included in the selection criteria.
- Security feature allows for option to remove the ability to change rates of pay or other Personnel information.
- **401K and 125 Cafeteria Plan** Special Pay type deductions calculate on all earnings including special pay type earnings.
- Tracks Race and Gender information by Employee.
- "VOID" check feature allows users to reverse the **ACTUAL** check that was printed not using calculated information from the system that may not match the original configuration.
- **VOID** a range of checks or a single check at a time.

### SYSTEM INTEGRATION

- System Administrator (*Required*)
- General Ledger
- Job Cost Main Module
- Check Reconciliation
- Time Sheet Entry

### GRAPHS

- Payroll Expense by Department
- Employee Personal Time Comparison
- Employee Ranking by Time Category