



Our Software

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Payroll

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With our Payroll Application module we have made it easy for you to complete your payroll. Easily keep track of



employees who work on different jobs, with different hours and different pays. With our Payroll software there is no limits when it comes to entering hours worked, and you can even have it print all that on one paycheck, rather than printing out several checks for one employee.

We have taken the guess work out of running your payroll. Just follow our menu options from top to bottom to enter your hours, print our checks, and keep track of any reports you need from our software.

Easily handle multiple Unions, Local, County, and School taxes. Access all you setup options any time you need. Everything you need is at your finger tips. Add some of our other application modules and tie all this information together. Add our **Certified Payroll Reporting** software and post your hours right from Payroll to your Certified Payroll reports and print them out. Add

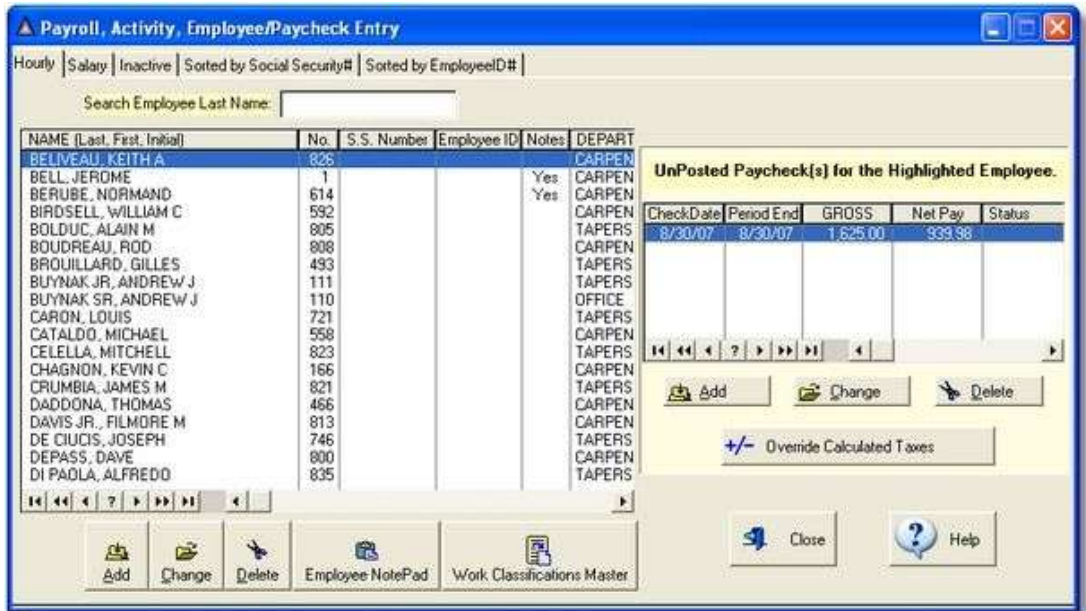
our **Job Costing** software and cost out any hours worked to the jobs and specific contract lines you want.

There is no charge for support or training.

Employee / Paycheck Entry screen.

With our software you can see your information now without having to switch back and forth between tabs, and run reports all the time. On this screen you can see the list of all your employees, as well as any paychecks that you have created but not posted complete yet.

Easily override the taxes if necessary. This makes it easy if you are starting in the middle the year and need to enter the Year to date totals without entering all those paychecks. Enter



notes for any employees, this space can be use to keep track of any internal information the person running payroll may need to know. Enter as many paychecks for each employee as you need.

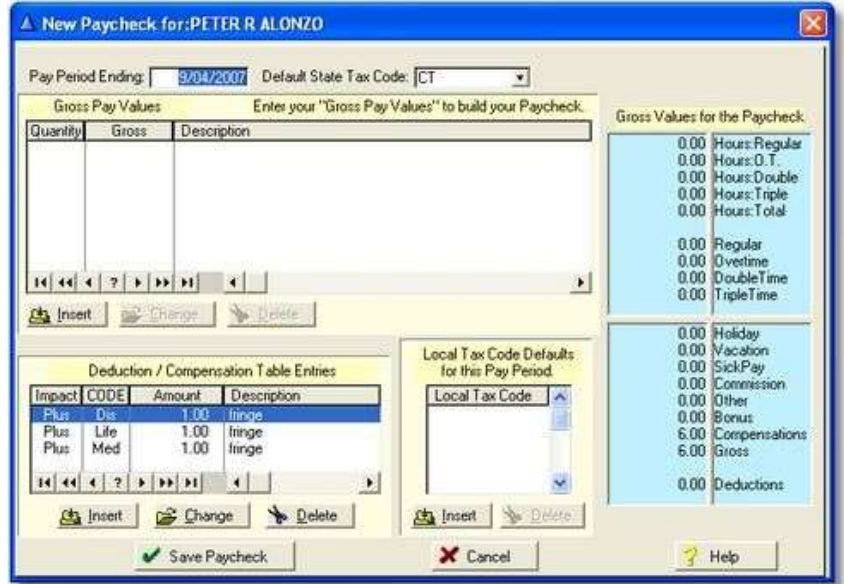
Entering Paychecks

Entering your Employees hours is easy. Simple insert the breakout and the system takes care of the rest. Enter as many different gross pay values as you need.

Setup your deductions and let the software take care of the rest. We have even given you a place to enter your Local tax information.

We even give you a place to change the state selected for the payroll tax incase they worked in a different state.

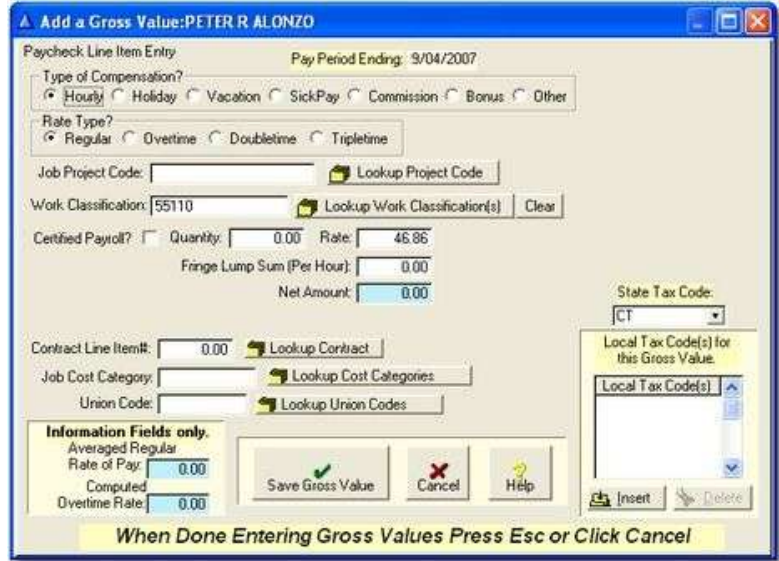
See your summary totals on the right side of the screen for all the hours entered for this check. Also see the deduction totals on the right side as well. These totals get updated as you enter the gross pay values. You can



also add any additional deductions that may not have been setup yet. With our software you can even create Departments with your employees. This can be used to keep track of what kinds of activity you are doing in each of your departments. You can create each department and track it for yourself.

When entering the actual Gross Pay hours you can see that you can select they type of compensation you are giving the employee, whether its Hourly, Holiday, Vacation, Sick Pay, ect. Select the **Rate Type**, the system will update the pay rate based on the type you select.

The screen will show you the employees default classification you can change this if you need to, depending on what type of work they did for this paycheck.



With our Payroll software you can specify Unions, Local Taxes, and much more. Add any of our other application modules and tie

your payroll information into those features. Add our Job Costing software and you keep track of all hours that are being billed out against your jobs done to the specific contract value. Take advantage of the many reports that our included with our Payroll software. Reports like a Check Listing, Employee Activity, Department Activity, Union Activity, W2's, Gross Wages, and more.

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