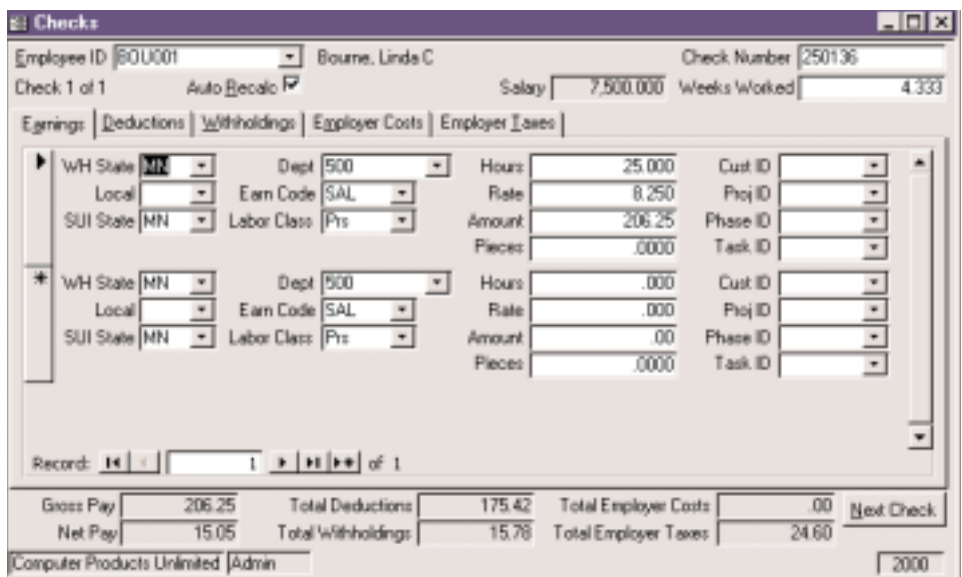# TRAVERSE®

PAYROLL

Payroll Management Made Easy

TRAVERSE® Payroll keeps you current with government reporting requirements while giving you total flexibility. In addition to printing checks, you need to maintain detailed records with clear audit trails, track sick and vacation days, and keep up to date with tax law changes. TRAVERSE Payroll can handle it all. It also enables you to analyze payroll expenses and employee productivity as well as control costs and review expense distribution.

TRAVERSE was developed with SQL Server, Microsoft Access® and Visual Basic.™ , so you have a seamless interface to other Microsoft Office products such as Word, Excel, and Mail as well as HTML language for the Internet. You can export reports-including headings, data, and formulas- with just a click!

With this module, you can produce detailed reports to help you plan and generate a budget. Manage your expenses efficiently by tracking FUTA, SUI, Medicare, and Social Security, as well as earnings by department. You decide whether to calculate scheduled deductions as a fixed amount, a percentage of gross pay, an hourly rate, or a declining balance. You can easily produce W-2s-printed on forms, or stored on magnetic media to meet federal requirements.

You'll have the flexibility to set up your payroll according to your terms. Define pay codes for regular, overtime, double-time, sick, vacation time, or any other payment method for hourly employees. An unlimited number of user-definable deductions are allowed per company, as well as taxable and/or nontaxable earnings codes and an option for fixed federal, state, and local withholdings.

You can edit manual checks or system calculated checks prior to printing.

Additional Payroll Features:

- multiple states and localities for employee/employer taxes
- automatic accrual of vacation and sick time hours with complete audit trail
- formula-based tax routines
- multiple checks per employee per payroll run
- unlimited number of earnings codes including overtime rates and shift differentials
- flexible state unemployment reporting
- employer deductions such as 401(k)
- recurring time ticket entries
- 999 user-definable deductions per company
- taxable and/or nontaxable earnings codes
- option for fixed federal, state, and local withholdings
- process the new year's payroll before printing W2s for the old year
- track four quarters of history on payroll checks
- produce monthly and quarterly check registers

Payroll Reports:

Time Ticket Journal
Miscellaneous Payroll Journal
Edit Register
Check Register
Withholding Report
Employer's Tax Report
Transaction History Report
Check History Report
Department Report
Quarterly Employer's Tax Report
Employer's Liability Report
Quarterly Withholding Report
Quarterly State Unemployment Tax Report
941 Form
W-2 Form
Paycheck Received Report
Pay Period Deduction Report
Salary Review Report

Deductions can be based upon several different computational methods.