

## BusinessWorks Gold

### SPECIFICATIONS (Maximum Limits)

- Employees 10,000\*
- Characters (alpha-numeric) in employee ID 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 50,000\*
- Workers' compensation codes 99
- Deductions and other pays per employee in addition to standard federal and state tax calculations) 30
- Deduction calculation methods 15
- Other pays 50,000\*
- Deductions 50,000\*
- 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
- Form 941 Worksheet
- 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
- State Tax Information Reports



## PAYROLL

Liability date(s)	Liability	Deposit	Unpaid	Due date
May 1st - May 4th	0.00	0.00	0.00	
May 5th - May 7th	651.97	0.00	0.00	
May 8th - May 11th	620.40	0.00	174.66	05/14/04
May 12th - May 14th	0.00	0.00	0.00	
May 15th - May 19th	624.15	0.00	381.85	05/21/04
May 19th - May 21st	0.00	0.00	0.00	
May 22nd - May 25th	613.39	0.00	381.89	05/28/04
Total unpaid liability			7951.16	

Preparing payroll by hand can be a tiresome and time-consuming task. By acquiring the power of the BusinessWorks Gold 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 BusinessWorks Gold 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 Best Software Support and Services (BOSS) 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 BusinessWorks Gold Payroll module.

\*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.



# BusinessWorks Gold

## Payroll

*"I now finish payroll in 45 minutes. I don't have to worry about keeping up with paperwork anymore. BusinessWorks takes care of that for me."*

*Pamela Davis, Office Manager  
Cook Siding and Window*

### FEATURES:

#### General Features

- Allows global changes to multiple employee records at the same time to expedite global record updates.
- Maintains task codes to allocate Payroll expense to multiple general ledger accounts simultaneously.
- Allows instant inquiry of paychecks and the breakdown of each check for the calendar year.
- Tracks total dollars and hours on time card reports.
- Imports employee and time card information from a text file.
- Uses Cash Management accounts to generate Payroll checks.

#### Maintenance Features

- Maintains complete employee information, including pay rates, shifts, filing statuses, accrued vacation hours, sick hours, dates of hire, review dates, termination information, earnings totals, deductions, taxes, comments and more.
- Stores and displays images of your employees. Most standard graphic file types are supported.
- Transform your payroll system into a mini-HR system by using custom fields for each employee. Track and report information such as birthdays, certifications, last raise, equipment issued, etc.
- Allows you to pay hourly, salaried, commissioned and piece-rate employees.
- Provides weekly, biweekly, semimonthly and monthly pay cycles.
- Provides predefined pay types including overtime, holiday pay, employee advances, draws, base pay, miscellaneous earnings and more.
- Tracks employee compensation ("comp") time.
- Allows SUI/SDI for an employee to be in a state different than the employee's SWT state.
- Maintains payroll information for up to five years.

#### Deductions and Other Pays

- Supports user-defined deductions, such as pension plans, deferred compensation plans, and dependent care benefits.
- Enables both employee-paid and company-paid deductions providing maximum flexibility.
- Able to calculate workers' compensation deductions using the base hourly pay, ignoring overtime and shift differentials.
- Activates deductions and other pays for specific time periods saving your payroll department valuable time.
- Calculates deductions, commissions and piece rates.

- Provides additional pay types for employee allowances, reimbursements and bonuses.
- Able to accumulate allocated tips as "other pay" for reporting purposes on the W-2 forms.

#### Processing Features

- Provides standard time cards for employees who are paid the same amount each pay period, saving valuable time.
- Adjusts pay if tips do not bring an employee up to the minimum wage level.
- Allows after-the-fact payroll recording by using hand-checks.
- Tracks cash and charged tips for a complete compensation solution.
- Generates checks with fully detailed check stubs.
- Allows users to customize the body and stub of payroll checks.
- Able to list company-paid deductions and salaried hours on payroll check stubs.
- Electronically deposits payroll to employee bank accounts, saving your employees a trip to the bank. BusinessWorks produces an ACH compliant file and does not require the use of third-party software to facilitate direct deposit.
- Voiding a check optionally restores the timecard, saving valuable data entry time.

#### Tax Features

- Includes tax tables for the federal government, all 50 states and the District of Columbia, which can be modified as needed.
- Calculates all federal and state taxes automatically.
- Tracks state and federal tax liabilities and deposits.
- Allows tracking of tax deposits by generating a tax deposit register for a given month or payroll run.
- Allows tax deposits to include penalty and overpayment amounts.
- Alerts you if you have a tax deposit liability to be paid to ensure that you won't overlook a tax deposit payment.
- Prepares summary information for government reports (such as W-3, 940, and 941).
- Prints specific state tax reports for California and New Jersey.
- Prints tax deposit checks for 941, 940, SUI, and SDI.
- Prints W-2 forms after the close of the year, so you can quickly mail them to your employees.
- Creates a magnetic media file of W-2 information, as required by the Social Security Administration and most states.