![Sage software — Your business in mind.]

SPECIFICATIONS (MAXIMUM LIMITS)

- Employees   10,000*
- Characters (alpha-numeric)   12
  in employee ID
- Custom fields per employee   5
- Vacation or sick pay   999.99
  hours per employee
- Standard pay cycles   4
- Departments   999
- Overtime rates   3
- Shift differentials   6
- Standard rates   Unlimited**
- Workers' compensation codes   99
- Deductions and other pays   30
  per employee in addition to
  standard federal and state
  tax calculations)
- Deduction calculation methods   15
- Other pays   Unlimited**
- Deductions   Unlimited**
- Commission types, piece   800
  rates, and job codes
- 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

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.

*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.

**Limited only by disk space.

Sage BusinessWorks

Payroll

"I now finish payroll in 45 minutes. I don't have to worry about keeping up with paperwork anymore. Sage 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.
- Transforms 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. Sage 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.

5G00526 10/05 05-6677/1005