

## AccountMate Enterprise 2020 Payroll Module

AccountMate's Payroll module lets you set up records for salaried, hourly, time card or piece work employees and independent contractors. You can pay them using a variety of pay periods that suit your company policy and each employee's pay and employment status.

Deductions can be withheld from the employee's payroll and matched by employers. Additional payments, such as bonuses and fringe benefits, can be recorded for each employee.

The module accrues leave hours, calculates the worker's compensation liability, allows you to print on blank or preprinted check stock and supports the assignment of multiple states and local tax codes to each employee. It also allows you to process employee and federal tax deposit payments electronically. With an annual tax subscription, you can download the latest payroll tax updates that will be used to calculate payroll taxes and print payroll tax returns, W-2 and 1099 forms.

### Instant Access to Employee Information

You can drill down to the employee record to view the employee's salary, W-4, earnings, paid leave benefits, dependents, deductions, quarterly taxable earnings and payroll tax information. You can update the employee's assigned state and local tax codes, resident status and additional withholding amounts. You can even configure the employee's record to use a different withholding tax rate than the one defined in the tax tables. This way, you can review and update the employee's data before processing payroll.

### Additional State Tax Codes

You can create up to three additional tax codes for each tax state. For each additional tax, you can set the employee and employer tax rates and the maximum wage base. You have the option to exempt certain employees from the additional state tax calculation.

Apply Payroll / Payment

### Manage Employee Hours and Pay

The Payroll module allows you to track each employee's work hours using earning codes. You can create earning codes to represent regular work hours, overtime, holiday or leave time. They can also represent employee earnings that are independent of work hours such as tips, commissions, bonuses and fringe benefits. By assigning a department to each earning code, you can monitor departmental accountability for employee work hours. The pay rate assigned to an earning code is applied by default to each employee who is assigned to the department. This helps you standardize pay rates by department and work type.

### Flexible Wage, Tax and Worker's Compensation Expense Distribution

Allocate the expenses for employee wages, employer payroll taxes and worker's compensation claims to multiple GL account IDs and assign a distribution percentage to each. This gives you the flexibility to allocate payroll costs to the appropriate cost centers in your organization.

## Accrue, Track and Adjust Employee Leave

The system accrues leave time for qualified employees. You can set up unlimited paid leave records to represent vacation, sick, personal or any other leave benefits that your company offers its employees. You can specify whether the paid leave code follows a calendar, fiscal or anniversary accrual year. You can set the accrual hours, minimum hours required to qualify for accrual and the maximum leave hours that can be accrued and carried over into another year. These settings can be configured based on how long the employee has been with the company. Accrual can be done at the start of the year or each time you apply payroll. Recording the leave time that an employee used each pay period automatically reduces his or her accrued leave hours and accrued leave balance. You can also convert the employee's unused leave time to cash and adjust the accrued leave hours or accrued leave balance.

## Unlimited Deductions with Option for Employer Matching/Contribution

You can set up an unlimited number of deductions and assign any of them to each employee. A deduction can be applied as a fixed amount, a percentage of earnings or a fixed rate per hour worked. You can specify whether the deduction will be calculated based on gross or net pay. You can also set a maximum deduction limit per payroll transaction as well as an annual deduction limit. Alternatively, you can set deduction amounts and annual limits based on the employee's age, as in the case of 401(k) plan contributions. You can indicate whether a deduction reduces federal or state taxable wages. If applicable, you can also set parameters for calculating employer matching and/or contributions for these deductions. You can customize the deduction settings for each employee and overwrite the deduction rates when processing payroll.

## Calculate Liability for Worker's Compensation

AccountMate gives you the means to estimate and track liability for worker's compensation. You can set up an unlimited number of worker's compensation codes and worker's compensation groups. For each combination of worker's compensation code and group, you can enter the rate and annual limit that is set by each state as well as the experience factor that applies to your company. You can assign these worker's compensation codes and groups to earning codes and employee records to facilitate calculation of worker's compensation liability on qualified employee payroll transactions.

## Apply Payroll Automatically or Manually

The automatic application of payroll is a fast and easy way to accrue payroll for a range of employees and independent contractors. If you want to review, amend, apply or skip the application of payroll for individual employees, you can apply payroll manually. Regardless of the method used, the system calculates earnings, deductions, employer matching/contributions, leave accruals, worker's compensation and payroll tax amounts based on the data and settings assigned to each employee.

## Record Time Card, Piece Work or Additional Payment Transactions

Entering time card information using the preset earning codes saves you valuable time. If you use any time card application, you can import the time cards into AccountMate. You can record piece work transactions for employees who are paid based on their

output rather than the amount of time worked. You can also record bonuses, commissions, fringe benefits, unused leave converted to cash and other similar employee earnings. Time card, piece work and additional payment records are used to calculate deductions, employer matching/contribution, leave accrual, worker's compensation liability and payroll taxes.

## Support 1099 Payments

The Payroll module supports 1099 payments to independent contractors and tracks these payments so that you can generate 1099 reports and print on 1099-Misc Forms. You can print on 1099-Misc Forms for the prior or current tax year.

## Alerts Help Prevent Duplication of Payment

The system warns you if a time card has been recorded for an employee during the day. It also warns if there are unpaid applied payroll records for the employee for whom you are applying payroll.

## Record Payroll After-the-Fact

AccountMate allows you to record payroll checks that were issued outside the system and the related earnings, deductions and payroll taxes. This is useful if you implement the Payroll module half way through the year but need complete payroll data to generate accurate W-2 Forms and other tax reports by the year's end.

## Support Direct Deposits

The system supports direct deposit of employee payroll checks through either the National Payment Corporation (NPC) or the Automated Clearing House (ACH) network. You can record up to three direct deposit bank accounts for each employee.

## Flexible Check Printing and Recording Options

You can print checks on either preprinted or blank check stock. You can assign a different check layout to each bank account record to match the actual check stock for that account. You can customize the order in which the bank routing number, account number and check number are printed using the MICR font that comes standard with AccountMate. You have the option to print the employee's social security number on check stubs using an encryption format that you define. You can also print piece work information on the payroll check stub to comply with some states' labor laws.

You can attach scans of authorized parties' signatures to your payroll bank account record. The system can use these scans to print the signatures onto payroll checks. This can be very convenient if you print hundreds of payroll checks each pay period. Alternatively, you may opt to print signature lines on the checks.

If an employee lets his or her payroll check lapse, you can reprint the expired check under a new check number with a new check date. This automatically voids the expired check and tracks its replacement.

You can record handwritten checks to pay off existing applied payroll transactions. This makes it easier to record the payroll checks that were issued outside the Payroll system because of an emergency.

## Recalculate FUTA/SUTA Amounts

You can recalculate the company's FUTA and SUTA liabilities in response to changes in FUTA and SUTA tax mandates (i.e. rates or maximum wages) that may occur after you issue payroll checks.

## W-2 Information Update

You can record any additional information required to complete the employee's W-2 Form that is not captured during the regular payroll process. This can be done for either the current or prior tax year. You can perform the update individually per employee or simultaneously update the information for a range of employees.

## Integration with General Ledger and Bank Reconciliation Modules

Integration with General Ledger (GL) allows you to post journal entries for payroll transactions. Using the Transfer Data to GL or Period-End Closing functions in the Payroll module, the payroll GL entries are integrated into the General Ledger which are then incorporated in the GL financial reports including the Balance Sheet, Income Statement, General Ledger Listing, and others.

Integration with the Bank Reconciliation module allows all recorded payroll checks and direct deposits to be available during reconciliation of the related bank account. To facilitate this process, transaction descriptions and references are displayed in the bank reconciliation screen. You can set the system to either show the names of the employees to whom the payroll checks were issued to or hide them to preserve anonymity during reconciliation.

## Other Features

- Support employees with payroll transactions in multiple states and localities.
  - Support payroll application and printing of a single check for an employee with multiple state transactions.
  - Support complex local tax calculations.
  - Process deductions based on assigned priority.
  - Post beginning quarterly earnings, paid leave, deductions and payroll taxes for employees.
- Ability to edit federal and state tax tables if you have a Payroll Tax Subscription Key for the current tax year.
  - Archive employee records without losing their transaction history.
  - Maintain payroll transaction history to facilitate printing of payroll reports for prior tax years.
  - Track salary history to facilitate salary and performance review
  - Wide variety of payroll reports and report printing options.
  - Annual tax subscriptions available for Federal, all 50 states, District of Columbia and Puerto Rico.

## AccountMate Payroll Implementation Augmented Services

Through an AccountMate Solution Provider, a client can arrange for contracted AccountMate Professional Services Group (PSG) to provide Payroll Services. An assigned AccountMate Professional Services Implementation Specialist will assist with creating the test company and master files (i.e., employee records, earning codes, deduction codes, and paid leave codes), and as needed, will also assist with the input of beginning balances, running parallel, and verifying the QTD and YTD data.

Throughout the various implementation activities, the AccountMate Professional Services Implementation Specialist will be providing prescriptive training with a 'test company' and feature review tips as needed and/or as requested. At the conclusion of the contracted services for training, implementation, and 30 days of support from the go-live date (which typically include two payroll periods), your AccountMate Solution Provider will resume as your main line of support for the Payroll module.

Optional Service: The AccountMate PSG offers Data Migration service to migrate your payroll data from another source to the AccountMate Payroll module for a separate fee.

We encourage you to speak to your Authorized AccountMate Solution Provider to determine if these services would benefit your company.

## AccountMate Software Corporation

1445 Technology Lane | Suite A5 | Petaluma, California 94954 | USA  
800-877-8896 | 707-774-7500 | [www.accountmate.com](http://www.accountmate.com)