

Microsoft® Business Solutions—Great Plains®

FOR HUMAN RESOURCE
MANAGEMENT

Payroll – U.S.

Streamline your payroll and enable your staff to handle complex and changing payroll situations quickly and accurately, offering better service to your employees while reducing necessary overhead costs.

Microsoft®
Business
Solutions

Streamline data entry

Simplify employee record setup with templates that are easily modified for each individual. Data is entered once and then used for multiple payroll tasks, helping save time and reduce errors.

Increase productivity

Streamline the process of collecting, reviewing, and approving timesheet data with online self-service options delivered through a personalized Web portal. Automated payroll processing helps eliminate many routine transactions, freeing staff to focus on higher priorities.

Give employees better service

Provide quick answers to employee questions on personal or financial information and offer the convenience of direct deposit, without increasing your overhead costs.

Empower employees

Online self-service options enable employees to quickly and conveniently update their own personal information, view their paychecks online, enroll in direct deposit, update tax withholding information, view vacation time available, and submit vacation requests and timesheets.

Manage your payroll more effectively

Increase your flexibility and gain more control over your payroll information, keeping track of it easily and maintaining a comprehensive, up-to-date perspective on your payroll expenses.

Comply easily with government requirements

Produce government reports such as W-2 forms and other tax statements with little additional administrative cost or trouble, in both printed and magnetic media formats.

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STREAMLINE DATA
ENTRY with simplified
employee record setup
that saves time and
reduces errors.

Field	Value
Employee ID	BAR0001
Last Name	Bar
First Name	Adam
Address	604 Envolve
City	Wauwatosa
State	WI
ZIP Code	53093
Country	USA
Phone 1	(414) 555-0120
Phone 2	(414) 555-0111
Phone 3	(414) 555-0199
SUTA State	WI
Volunteer Comp	Volunteer
Employment Type	Full Time Regular

GIVE EMPLOYEES
BETTER SERVICE by
providing quick answers
to questions on personal
or financial information.

Item	Amount	Year to Date	Year to Date
Gross Wages	\$1,898.39	\$7,476.95	\$19,827.73
Federal Wages	\$1,824.57	\$7,355.31	\$19,224.45
Federal Tax Withheld	\$219.20	\$445.19	\$698.98
FICA Soc Sec Wages	\$1,898.39	\$7,476.95	\$19,447.73
FICA Soc Sec Tax Withheld	\$117.30	\$462.95	\$647.76
FICA Medicare Wages	\$1,898.39	\$7,476.95	\$19,447.73
FICA Medicare Tax Withheld	\$27.41	\$108.27	\$151.48
FUTA Wages	\$1,824.57	\$5,293.92	\$8,823.06
FUTA Tax	\$1,824.57	\$5,293.92	\$8,823.06
Net Wages	\$1,767.00	\$5,938.02	\$8,170.39
Hours Worked	86.67	433.35	606.69
Days Worked	0.00	0.00	0.00
Weeks Worked	0.00	0.00	0.00
Vacation Hours	Per Year: 80.00	Available: 78.16	
Sick Time Hours	Per Year: 40.00	Available: 80.00	

COMPLY EASILY
AND EFFICIENTLY
with government
requirements such as
period-end reports.

Report	Last Date Printed
Pay Code Summary	FUTA 0/0/0000
Department Summary	SUTA 0/0/0000
Position Summary	Volunteer Comp 0/0/0000
Incident Summary	
State Tax Summary	
Local Tax Summary	
FUTA Summary	
SUTA Summary	
Volunteer Compensation Summary	

Payroll – U.S.



FEATURES OVERVIEW

Payroll–U.S.

- Create detailed records of pay, benefits, and deductions with customized information specific to your business.
- Streamline employee record management with employee classes and pay codes; and process salary, pension, and EIC pay automatically for employee groups.
- Help ensure tax tables are current and avoid the hassle of ordering and installing updates with automatic tax table downloads.
- Define what to include in pay runs and verify the accuracy of your pay run before printing checks.
- Help reduce errors by automatically calculating taxes, deductions, and benefits. Manage variable tax deductions for employees working in multiple states.
- Control necessary audit details related to handwritten checks for exceptions and voided checks. Respond to employee questions about personal, financial, and paycheck information with nine intuitive inquiry windows.
- Generate a suite of reports customized to meet specific needs of multiple companies, including year-end, period-end, and multiple year history, as well as posting journals and tax statements.
- Manage employee retirement accounts with increased efficiency by applying a maximum match percentage on a Payroll Benefit code—employees can have 6% withheld in one deduction, even if only 3% is matched.
- Save time by setting up an overtime or double-time paycode as a factor of an employee's regular rate of pay, rather than as a fixed amount, to further ensure that hourly employees are paid accurately.
- Enter specific taxable wage amounts for various transaction types, increasing data entry flexibility and streamlining beginning balance entry.
- Search by transaction number to see all transactions that have been entered in one window view.

Direct Deposit

- Offer reliable, confidential direct deposit of payroll checks to unlimited accounts and financial institutions, as well as split deposits between multiple bank accounts.

HRM Self Service Suite

- Provide employees and managers with a personalized Web portal for reviewing pay and benefits, submitting and approving time cards and expense reports, and updating personal information.

Payroll Connect

- Transfer payroll information from ADP payroll systems into your general ledger, saving time and ensuring accuracy.

Federal Magnetic Media

- Generate Federal W-2 Magnetic Media files to comply with government reporting requirements.