



## Software That Fits

With AccountMate's Payroll module, you can set up records for salaried, hourly and time card/piece work employees, as well as for independent contractors. Pay them over a variety of pay periods according to their pay or employment status.

Within this flexible system, deductions can be withheld and/or matched by employers. Additional payments, such as bonuses and fringe benefits, can be recorded for any employee.

The system accrues paid leave hours, calculates worker's compensation liability, allows users to print on blank check stock and supports the assignment of multiple state and local tax codes to each employee. It also automatically calculates payroll taxes and prints payroll tax returns, W-2 forms and 1099 forms. Using the Payroll module, employee and federal tax deposit payments can be made electronically.

## AccountMate Payroll Module for ALERE

### Instant Access to Employee Information

You can drill down for instant access to an employee record which allows viewing of salary, W-4, earnings, paid leave benefits, dependents, deduction, quarterly taxable earnings and payroll tax information. You are able to update the assigned state and local tax codes, resident status, additional withholding amounts and the setting to override system-calculated withholding taxes. This provides flexibility to review and update employee data before processing payroll.

### Manage Employee Hours and Pay

The Payroll module allows for tracking of each employee's work hours using earning codes. These may be set up for regular work hours, overtime, holiday or leave time. They can also represent earnings that are independent of work hours such as tips, commissions, bonuses

The screenshot shows the 'Apply Payroll/Payment' window for employee Edward Balanger. The interface includes fields for Employee # (EBB1), Name, and Dept # (SALES). It features several tabs: Earnings/Deductions, Tax Withholdings, Worker's Comp, and GL Distribution. The 'Earnings/Deductions' table is as follows:

Seq	Earning Code	Base On	Hours	Rate	Amount	Taxable
10	SALARY		72.00		3,995.36	<input checked="" type="checkbox"/>
20	COMMISSION		0.00		0.00	<input checked="" type="checkbox"/>
30	PERSONAL	SALARY	0.00	56.54	0.00	<input checked="" type="checkbox"/>
40	VACATION	SALARY	16.00	56.54	904.64	<input checked="" type="checkbox"/>
50	HOLIDAY	SALARY	0.00	56.54	0.00	<input checked="" type="checkbox"/>
60	SICK	SALARY	0.00	56.54	0.00	<input checked="" type="checkbox"/>
70	OTHERNONP		0.00		0.00	<input type="checkbox"/>

Below the table are 'Add', 'Insert', and 'Delete' buttons. The 'Deduction' table is as follows:

Deduction	Type	Amt/Pct/Rate	Deduction Amt	M/C Amt
401K	%	15.00	735.00	159.25
CAFE	%	12.00	588.00	238.83
CREDITUN	\$	25.00	25.00	0.00
MEDICAL	\$	33.33	33.33	0.00
UNION	\$/hr	0.05	4.40	4.40

On the right side, there are buttons for 'Edit Wages' and 'Apply Summary', and a summary section for 'Pay Period Range' (07/01/10-07/15/10) with totals for Hours, Earnings, Taxable, Non-Taxable, Wages, Deductions, and Taxes.

Apply Payroll / Payment

and fringe benefits. By assigning a department to each earning code, you are able to track departmental accountability for employee work hours. The pay rate defined for an earning code is applied by default to each employee who is assigned to the department allowing standardized pay rates by department and work type.

### Additional State Tax Codes

Define up to three additional tax codes for each tax state. For each additional tax, you can set up employee and employer tax rates and define a maximum wage base.

## Accrue, Track and Adjust Paid Leave

Accrue paid leave time for qualified employees. Unlimited paid leave records can be set up for vacation, sick, personal or any other paid leave benefits that your company offers its employees. Define the accrual hours, hours required to qualify for accrual and the maximum leave hours that can be accrued or carried over into another year. These settings are applied based on the assigned employee tier. Accrual may be done at the start of the year or each time you apply payroll. Recording the leave time used each pay period automatically reduces the employee's accrued leave hours and accrued leave balance. You are also able to convert the employee's unused leave time to cash or adjust the accrued leave hours or accrued leave balance.

## Unlimited Deductions with Option for Employer Matching/Contribution

Set up an unlimited number of deductions and then apply any number of them to each employee. Indicate whether a deduction is to be withheld as a fixed amount per pay period, a percentage of earnings or a fixed rate per hour worked. You can base the deductions on gross or net pay, set a maximum deduction per payroll transaction and set an annual deduction limit. Alternatively, you can apply deduction amounts and annual limits based on the employee's age, as in the case of 401(k) plan contributions. You are able to indicate whether a deduction is to reduce federal or state taxable wages. If applicable, you can also set parameters for calculating employer matching and/or contributions for these deductions. Deduction settings can be customized for each employee and deduction rates can be edited when processing payroll.

## Calculate Liability for Worker's Compensation

AccountMate provides the means to calculate and track liability for worker's compensation. 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 set by each state, as well as the experience factor that applies to your company. Apply 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 or independent contractors. If you want the flexibility to review, amend, apply or skip application of payroll for certain employees, you have the

option to apply payroll manually. Regardless of the method used, the system calculates earnings, deductions, employer matching/contributions, paid leave accruals, worker's compensation and payroll tax amounts based on the data and settings defined for each employee.

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

Entering time card information using the preset earning codes saves you valuable time. Record piece work transactions for employees who are paid based on their output rather than the amount of time worked. In addition, you can record bonuses, commissions, fringe benefits, cash conversion of unused leave time and other similar employee payments. Time card, piece work and additional payment records will be used in the calculation of deductions, employer matching/contribution, paid 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 for generation of 1099 reports, including printing on 1099-Misc forms. You are able to print 1099-Misc forms for the prior or current tax year.

## Alerts Help Prevent Duplication of Payment

The system alerts you when a time card has been recorded for an employee during the day. It also alerts you 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 generated outside the system and the related earnings, deductions and payroll taxes. This is useful for companies that implement the Payroll system part way through the year but need complete payroll data to generate accurate W-2 and other tax reports by the year's end.

## Support Direct Payroll Deposits and EFTPS Payments

The system supports direct deposit of employee payroll checks through either the National Payment Corporation or the Automated Clearing House network. For each employee, you can define up to three direct deposit bank accounts.

AccountMate also supports the electronic deposit of Form 940 and 941 federal payroll taxes via the Electronic Federal Tax Payment System. This enables the remittance of payroll taxes directly to the IRS.

## Flexible Check Printing and Recording Options

Print checks on either pre-printed or blank check stock.

Customize the order in which the bank routing number, account number and check number are printed using the Microline font that comes standard with AccountMate. In addition, choose to print the employee's social security number on check stubs using an encryption format that you define. The option is also available to print piece work information on the payroll check stub to comply with certain state labor laws.

The system also supports recording of handwritten checks to pay off existing applied payroll records. This flexibility makes it easy to record the issuance of payroll checks outside the Payroll system in case of emergency.

## Allow Recalculation of FUTA/SUTA Amounts

Recalculate your FUTA and SUTA liabilities for quick adjustment to changes in FUTA and SUTA tax mandates (i.e. rates or maximum wages) that may occur after you have issued paychecks.

## Other Features

- Support employees with payroll transactions in multiple states and localities
- Options to support complex local tax calculations
- Process deductions based on assigned priority
- Post quarterly beginning earnings, paid leave, deductions and payroll taxes for employees
- Maintain payroll transaction history to facilitate generation of payroll reports for prior tax years
- Set up 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 Software Corporation**

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

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