

Sage Timberline Enterprise

Payroll

Process even the most complex construction payrolls automatically with **Sage Timberline Enterprise Payroll**. Payroll lets information flow seamlessly throughout Sage Timberline Enterprise to help you easily monitor and control your labor costs.

Effortlessly capture employee hours from the job site or the office with streamlined data entry. Once information is entered into the system, Payroll automatically calculates every pay, deduction, fringe benefit, and tax based on predefined controls that you set. Payroll even handles union processing, tax reciprocity, certified payroll, and workers' comp for multiple states, and it automatically does it all. Thanks to integrated access tools, Sage Timberline Enterprise Payroll always makes your payroll information immediately available. In a matter of seconds, interactive inquiries let you view stored information on-screen such as total pay, overtime, and vacation hours taken. Better still, customizable reports let you calculate and print information in any format you need allowing you to conduct in-depth labor analysis. This is the payroll efficiency that you've always wanted.

Here are just some of the many Payroll features that can help you process checks and track employee information better than ever before:

Payroll Controls

- Define guidelines for automatic calculation of union pays, deductions and fringes for any combination of union, class and local.
- Easily set up rate tables to automatically calculate pay and fringe rates based on specific employment factors (for example, certified class, certified cash fringe requirements, union, type of work, equipment usage).
- Easily set up tax tables for automatic calculation of federal, state, and local taxes (Service plan subscribers receive regular federal and state table updates).
- Define rates and calculation methods at the company, union, or employee level.
- Define unlimited pays, deductions, and fringes for automatic payroll calculation.
- Exempt pay or deductions from any tax type.
- Determine the order pays, deductions, fringes, and taxes are calculated for each employee.
- Define guidelines for automatic calculation of overtime, workers comp, and certified class.

Employee Tracking

- Track personnel to-do's with a customizable checklist (for example, I-9 collection, drug-testing).
- Add user-defined data fields to track additional information (for example, driver's license numbers, cell phone numbers, and assigned company credit cards).
- Track hire date, termination date, Davis-Bacon classification, home union, and all other employee information.
- Track accumulated units or dollars that don't affect the employee's check (for example, hours lost to injuries).
- Track month-to-date, quarter-to-date and year-to-date employee totals for pays, deductions, fringes, and taxes.
- Use special features in Payroll to track injuries or absenteeism.

BENEFITS

- Customize your payroll system to match the way you do business
- Efficiently process construction payroll with minimal effort because the system determines the appropriate pays, workers' comp, job costing, taxes, garnishments, state withholding limits, and more
- Easily monitor and control the most complex payroll needs
- Certified and union payroll handled automatically

Entry and Processing

- Import timesheet information from Remote Time Entry or other time-capturing software.
- Enter time and other payroll information to jobs, cost codes, categories, days of the week, workers' comp codes, union locals and classes, certified classes, and more.
- Automatically switch union locals based on job location.
- Enter daily payroll for certified jobs.
- Send detailed Payroll information to General Ledger and Job Management.
- Automatically apply appropriate pay rates and workers' comp codes based on predefined controls.
- Automatically prorate employee salary based on the hours worked for each job.
- Automatically calculate tax reciprocity based on resident and work locations.
- Customize timesheet entry views for different employees, groups, departments, etc.
- Multiple print or e-file options available for government reporting.

Check Printing

- Easily recalculate checks that change after payroll is processed.
- Automatically print a detailed or summary check register following the check run.
- Define the content of the check face and stub.
- Record manual checks outside of the normal check run (for example, layoff checks).

Reporting

- Modify nearly all of the more than 200 reports, or create new reports using Report Designer.
- Choose from several pre-designed Payroll reports to calculate and print information at any time (for example, Workers' Comp Detail, Monthly Employment Utilization, Union Summary).
- Apply conditions and ranges to print exactly the information you need.
- Electronically access state and government payroll forms to print or electronically report tax filings, new hires, and more.

Inquiry

- View and insert electronic notes and file attachments.
- Drill down on summary information to view supporting detail (for example, click on an employee's total timesheet hours to see individual timesheet entries).
- Insert columns of data on-the-fly to quickly access additional information.
- Apply conditions to display only the information you want to see.
- Create new reports using the Sage Report Designer.

Additional features

- Easily edit or void checks even after they have been posted.
- Enter employee time to one company or division but paychecks from another company or division.
- Automatically process direct deposit checks.
- Transfer pay and tax totals for employee records that need to be processed separately throughout the year then consolidated for year-end tax reporting.
- Enter notes and attach electronic files (for example, digital photos or scanned garnishments) throughout Payroll for additional documentation.
- Track union contract details.
- Reconcile checks using Cash Management.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.
- Customize the toolbar for push-button access to reports, inquiries and tasks.
- Change onscreen descriptions to match your company's standard terminology.

Payroll is a part of Sage Timberline Enterprise, a tightly integrated financial and operations software solution designed to simplify the complex needs of service and specialty contractors.