Payroll & Personnel

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Application Overview

H-Tree Payroll (PR) package includes the following capabilities:
* Accesses employees by number or partial name.
* Generates a standard payroll automatically if desired and prints the Payroll Attendance Entry Worksheet to expedite manual time entry.
* Allows entry of manually written checks and adjustments.
* Integration with any electronic time attendance device
* Calculates the payroll and prints the payroll Register, Deductions Register payroll checks.
* Distributes expenses to job numbers, if desired, as well as to G/L Account numbers.
* Accesses all features through convenient menus.
* Allows all reports to be displayed on the screen for immediate inquiry.
* Interfaces with H-Tree General Ledger (G/L).

Application Details

Tailor the Package
An easily maintainable control file allows the user to define the G/L expense and/or liability accounts associated with each type of earning/deduction, and the number of hours in the user's pay period (s). The user may also improve performance by excluding the use of job numbers.
Vacation accrual codes and sick pay accrual codes can be defined by the user to track vacation and sick time due each employee.
The user-defined G/L account number format may be specified using up to 12 characters in up to three levels. Levels may be used to designate departments, profit centers, jobs, routes, etc.

Maintain Employee Data

H-Tree PR package provides complete employee file maintenance through add, change/inquire, and delete modes. The employee record includes:
* Employee number
* Employee name, address, marital status
* Birthdate, hire date, last raise date, review date, and termination

Date (if any)
* Pay frequency code (daily, monthly)
* Home department ID and default G/L expense account for employee's Wages
* Salary amount (salaried employees only)
* Usual number of hours worked per day period
* Three hourly rates (regular, or overtime, or special)
* Vacation and sick pay accrual codes, hours due/paid
* Periodic, quarterly, year-to-date figures.

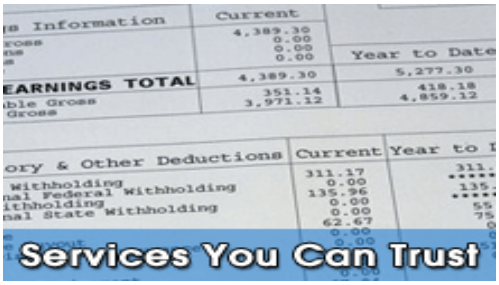
Each employee may have an unlimited number of periodic voluntary deductions and earnings with a variety of frequencies. Deductions can be a fixed amount, a rate per hour, and a percentage of gross wages.

The Employee file PrintOut and Alphabetical Employee List may be printed on request. Manual changes to the employee file are recorded with time and user identification and shown in the Employee File Audit Trail Report. In addition, labels may be printed, either in alphabetical or departmental sequence, for use on time cards or on employee mailings.

Deduction and Earning Codes

User-defined codes may be interactively maintained for meals, tips miscellaneous earnings and voluntary deductions. Each code has a description, and G/L account number. The Deduction and Earning Code List prints on request.

Payroll Preparation



H-Tree PR allows the user to print a payroll Attendance Entry Worksheet to assist in actual time entry. Blanks are provided for employee hours, temporary deductions, temporary and earnings, and distribution of labor expenses.

Hourly and salaried employees may be processed together or separately. The package allows interactive entry and editing of payroll attendance transactions, with optional distribution of salary and regular, overtime, and special hours to various G/L expense accounts and/or jobs. The entered data includes:

* Employee number or partial name (gives automatic display of full Employee name and number)
* Whether to pay full salary (salaried employees only).
* Regular, overtime, special, vacation, holiday, and sick-pay Hours (for salaried and hourly employees)
* Up to six one-time temporary deductions or earnings (meals and tips May be entered as temporary earnings)
* Number of weeks of advance vacation pays number of weeks worked
* Amount of supplemental pay (bonuses or commissions).

For salaried employees, the package will default to one period's base pay. For hourly employees, the package will default to the proper rate of pay and number of hours in that employee's pay period, as defined in the payroll control file. Up to four full weeks of advance vacation pay may be paid to an employee. Overpay of vacation time, or pay to a terminated employee, results in warning message.

Distribution of labor expense for salaried employees can be automatically adjusted for vacation, sicks, and holidays pay. The user can specify which pay frequency (s) to pay, and any holidays in the pay period, and the package will, at the user's option, either automatically generate payroll attendance transactions for those employees, or they may be sequentially displayed on the screen for easy entry of changes. Plus, a function key allows the user to scan existing data to easily find specific transactions.

Before calculating the payroll, the Payroll Time Edit List may be printed on request.

Payroll Calculation

After all attendance transactions are entered and edited, the PR package automatically calculates gross pay, net pay, and voluntary deductions. After calculating the payroll, the Payroll Time Register prints departmental totals. The Payroll Register is the printed, showing the gross amounts for different types of pay (regular, overtime, etc.). Total voluntary deductions, EIC, and net pay for the current period for each employee are also printed with summary totals for each employee are also printed with summary totals

for each department. The detail of the voluntary deductions taken for each employee is shown on the Deductions Register.

Payroll Adjustments

PR allows the user to make adjustments to the payroll to modify each employee's quarterly or year-to-date figures, and change G/L or job distributions of labor expense. All adjustments and manual checks are recorded on an audit trail called the Manual Payroll Transaction Register.

Job Distribution

Job numbers and descriptions may be maintained, and job number for any range of jobs and dates may print the Job Distribution Report, showing expenses. If expenses are distributed to jobs in H-Tree A/P package, they will also appear on the report.

Useful Employee Reports

The Deductions/Earnings Code Register is automatically printed when paychecks are posted. This report gives the amount of specific earnings and deductions for all employees during that specific payroll period.
The Deductions/Earnings Code Report shows all employees that have received any deduction or earning, with period-to-date, quarter-to-date, or year-to-date, amounts deducted or earned.

Payroll History Report prints the earnings and deductions for each check for each employee within any specified time period and any range of employees.
The Overtime and Sick Pay Report shows various totals and averages of hours and dollars for each employee, each department, and the whole company.

Special Functions

* To avoid erroneous reports, the package requires certain timely reports
  To be run before paychecks for a new quarter can be run.
* Bank codes can be entered to associate a G/L cash account number
  And the last check number used for each payroll checking account.
* To help assure data accuracy, G/L account numbers can be validated
  Against the G/L chart of accounts or an interactively maintained list of
  Valid payroll account numbers.

* A menu selection will set the period-to-date, quarter-to-date, or year-To-date fields to zero.
* The security system gives the user access to specified company data Files and applications within the system. It safeguards itself with its Own user definable password, and provides four security control levels: No access, inquiry-only access, modify access, and extended access Privilege for each menu selection. The security system can optionally be Disabled.
* Reports can be printed immediately or at a specified time, displayed on The terminal, printed on a local (terminal) printer, or spooled on disk For later display or printing of one or more copies.
* The user may enter, display, and print dates in either month/day/year or Day/month/year format.

Interfaces to Other H-Tree Packages

The distribution of all payroll activity to G/L account numbers is automatically recorded for later interface to H-Tree G/L package. An automatic safeguard prevents duplicate posting to G/L. The Payroll Distribution to G/L Report may be printed on request in either detail or summary format and the G/L distributions may be purged through a cut-off date if the automatic G/L interface is not desired. The addition of the labor Performance (L/P) package enhances the payroll functions by adding an incentive pay scheme, shift premiums, crew reporting and other features.