

OSAS Payroll Offers Choices and Flexibility with These Key Features

- Enjoy flexibility in setting up your payroll. Define pay codes for regular, overtime, doubletime, sick, vacation time, or any other payment method for hourly employees.
- Print checks on blank check form stock with MICR coding (with BBj).
- Define up to 999 deductions per company, as well as taxable and/or nontaxable earnings codes, and an option for fixed federal, state, and local withholdings. Schedule deductions as needed, and set up deductions with fixed end dates, declining balances, and other options.
- Store monthly employee history on earnings, deductions, and withholdings for use in reports required by some states.
- Enter multiple tax rates per employee and per company, and also multiple states and multiple localities for both employee and employer withholdings. Define up to fifteen different tax codes such as workers' compensation, SDI, and L & I.
- Track vacation and sick hours by letting the system automatically accrue them for each employee. A complete audit trail helps you answer employee questions about amounts accrued and used.
- Process the new year's payroll before you print W-2s for the old year. The Year-End Maintenance function creates last-year data files.
- Easily set up state and local taxes by using formula-based tax routines. Use formulas to define state-specific taxes such as workers' compensation, SDI, and L & I.
- Process multiple checks per employee per payroll run. Without the need to calculate, print, and post more than once.
- Void information out of history if a check is lost simply by entering the check number. All earnings, taxes, and postings will be revised. Put the check in the checks file and reprint it if you wish.
- Set up an unlimited number of earnings codes, including overtime rates and shift differentials.
- Track four quarters of history on payroll checks, and monthly and quarterly check registers can be produced.
- Use the flexible state unemployment reporting, which helps you to conform to changing state reporting requirements and the reporting differences between states.
- The Department List provides a quick way to list the departments you've set up.
- The employee email address field allows you to maintain email addresses for contacting employees electronically.
- The W-2 Name field allows you to specify exactly how employee names will appear on W-2 forms.
- Use the drill-down features in General Ledger to simplify the process of linking GL transactions to the earnings, deductions, and withholdings transactions and checks that generated them. This powerful capability provides a complete audit trail for Payroll transactions and associated calculations.

Payroll Reports

Time Ticket Journal
Miscellaneous Payroll Journal
Edit Register
Check Register
Withholding Report
Employer's Tax Report
Transaction History Report
Check History Report
Department Report
Quarterly Employer's Tax Report
Employer's Liability Report
Sick Leave and Vacation Report
Quarterly Withholding Report
Quarterly State Unemployment Tax Report
941 Form
W-2 Form
Paycheck Received Report
Pay Period Deduction Report