



Payroll

Today's Payroll Professionals are faced with ever-increasing challenges – complying with statutory regulations, dealing with the complexities of 401(k) and cafeteria plans, child support orders and garnishments, and all the while, getting the payroll out accurately and on time.

*You need a system that handles those requirements and more, a reliable system that's easy to use and bulletproof, a system that allows you to focus on the important tasks of the day, one that's powerful, flexible, and proven – You need **OPEN4®**.*

GENERAL

- System includes automated checklists to control multi-step processes like payroll processing or end of year
- Check history retains complete check stub details for all checks
- System supports automatic vacation, sick, holiday, and personal accruals
- Employee transfers between divisions, branches, and departments take seconds
- System stores history of time off accrued or taken for each employee
- Automatic reversal of voided checks and four types of manual checks provided
- Check reconciliation is included
- Third-party check processing is included, with support for ACH transactions
- Flex Spending sub-system is also available, for administration of non-reimbursable health and dependent care transactions
- Certified payroll is supported for government contractors
- Payroll interfaces with many time and attendance and general ledger systems, and custom interfacing is available
- Options to out-source tax filing, check/direct deposit processing/printing, W2's, etc.



HOURS & EARNINGS

- System offers all of the usual pay types and frequencies, but in addition:
 - Handles unlimited number of hours and earnings types
 - Support for 'over 50K' group term life, non-cash awards, gifts, moving expenses, etc.
 - Automatic salaried pay without input (only exceptions entered)
 - Certain hours types, such as vacation or sick, can automatically reduce auto-pay hours and can create associated absence vacation records
 - Recurring items (i.e., auto allowance), gross-ups, and retroactive pay supported
 - Accepts hours entered via Excel® spreadsheet or time & Attendance systems
 - Can generate mass transactions for bonuses, holiday pay, etc.
- Accommodates unlimited number of shifts with automatic payment of premiums
- Supports FLSA overtime rate calculation
- Keeps detailed and summary totals for all hours and earnings – by employee, then rolled up to department, branch, division, and company
- System stores history of hours and earnings transactions paid for each employee



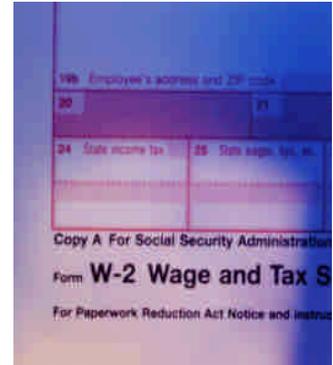
DEDUCTIONS

- Robust deduction support handles all the deductions you'll ever need, including:
 - Garnishments, child support, tax levies, 401(k) loan repayments, etc.
 - Tax-sheltered deductions such as: S125 cafeteria plans, 401(a), 401(k), 403(b), 457
 - Includes flex spending (FSA medical & dependent care)
 - Can accommodate up to 3 tiers of company matching for 401(k)
 - Choose from 36 deduction calculation methods
 - Unlimited number of direct deposits for an employee
 - Support for complex union requirements, like dues calculations, employer-paid benefits, and accruals
 - All deductions offer user-specified take sequence, start/stop dates, and multiple arrears options
 - Deductions may specify global amounts which apply to all employees
 - Deductions can produce third-party checks to pay child support and garnishment court orders and other vendors
 - Each deduction captures the most comprehensive set of totals available, including 37 individual totals for each employee deduction



TAXING

- Unlimited individual tax records maintained for each tax jurisdiction in which employee worked – for accurate individual state tax reporting
- Handles all 50 states' taxing (including income withholding and unemployment reciprocity) as well as local taxing
- Supports aggregate method taxing of supplemental pay (as well as fixed percent)
- Includes new hire reporting and required magnetic media reporting
- Includes state quarterly reporting, as well as 940, 941, 943, and W-2s
- Federal, State, & local tax updates provided as part of maintenance agreement



REPORTING

- Payroll totals recap summarizes selected multiple payrolls on one report
- Check history print includes options for detail or summary report, for a single employee, one department, branch or division, selected date range
- Tax balancing aids including tax verification report, federal tax wage analysis, and tax distribution summary
- Time accrued report shows all PTO time and the company's current accrued liability cost
- Projected payroll cost by department and salary increase projections provide "what if" reporting
- Pay change history reporting
- System audit reports including employee, tax, events, and company audit listing

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