




Database powered by 



The GTR Payroll module is a state of the art solution for all your Payroll problems. Feature rich with a host of tools our solution will cater to all of your personnel needs. Our modular approach organizes the software into functional units and is described in this brochure.

Payroll

The Payroll module handles all of your requirements for record keeping and taxation in the United States and Canada. Some of the Payroll processes include:

- [Managing Employees](#)
- [Payroll Processing](#)
- [Managing Benefits and Deductions](#)
- [Vacation, Sick Pay, and Time Banks](#)
- [Taxation](#)



Payroll

Managing Employees

All pertinent employee information can be maintained. Track historical and demographical data from one screen with links to the Human Resources module. Stored employee documents may be Word, Excel, scanned, etc..

Features

Multiple Vacation and Sick Pay plans may be based on years or months of service and can be accrued based on a percentages or time. Banked time can be easily recorded and tracked.

Full compliance for all major Canadian banks (CIBC, Bank of Montreal, National Bank, Royal Bank, Scotiabank, Toronto Dominion etc) and the NACHA. Unlimited number of direct deposit banks is supported. A blend of fixed dollar and percentage-based deposits may be established for each employee.

All Canadian and US Federal and Provincial taxing authorities. Handles Federal, State, County, Local in the US and EI, QPP/CPP Workers Compensation, Medicare, etc. in Canada. All are table driven and are updated automatically via our on line tax update facility

Using our formula based Benefits and Deductions definition you can define virtually any type of employee based benefit and deduction. Group Insurance, Union Dues, etc can be established and modified by individual employee.

Supports all statutory reporting requirements including W2, 941, T4, Releve 1, etc.

All employee default codes such as, workers comp, vacation, sick pay, time bank, shift, templates, etc are maintained on the Codes folder. These defaults can be overridden when posting time

The screenshot shows a software window titled "(Fred Test Can) Employee Maintenance - VVWD (Current User: stuart)". It contains a table of employee information and a detailed form for employee 015.

Empl-no	Name	SSN	Department	State	Direct Deposit	Start Date	Activ
015	ROSSON MARTINE	999999999	50	CA	no	10/04/1976	yes
032	BURCHAK RICHARD	999999999	60	CA	no	10/24/1983	no
034	CUTIERREZ JAMES	999999999	45	CA	no	01/03/1984	no
036	BORJA FRANK	999999999	40	CA	no	02/28/1984	yes
044	DE LA GARZA KAY	999999999	30	CA	no	02/10/1986	yes
048	HOLDER EVONIA	999999999	45	CA	no	02/10/1986	no
050	FRUBITT TIMOTHY	999999999	30	CA	no	11/17/1986	yes
051	HARBOUR DWAYNE	999999999	10	CA	no	11/24/1986	yes

The detailed form for employee 015 includes the following fields:

- Empl-no: 015
- Department: 50
- Last-name: ROSSON
- Telephone: (760) 241-3216
- Extension:
- First-name: MARTINE
- Initials: M
- Sex: Male Female
- Address: 14140 CHOLAME RD
- Marital Status: Single Married
- City: VICTORVILLE
- Children: 1
- State: CA
- State-worked: CA
- Eoe-code:
- Zip-code: 92392
- SSN: 999999999

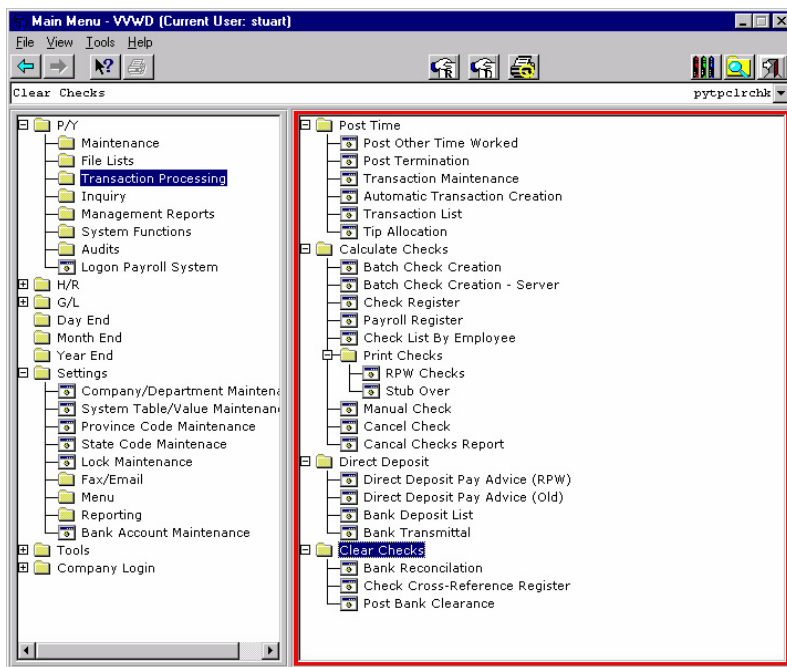
Buttons for "Save" and "Cancel" are visible at the bottom of the form.

Payroll

Payroll Processing

Payroll Processing is where you post time for you hourly employees, process automatic transactions and deduction, calculate the gross to net, and print or deposit your employee Cheques.

Features



Pay cycles can be weekly, bi-weekly, semi monthly, monthly etc. and can be combined within the same run.

Time sheets are entered using the Time Posting programs. Post hours, vacation pay, sick pay, hours from time banks, pay adjustments, tax corrections, etc.

Create standard or recurring transactions automatically. Transactions for salaried employees as well as standard deductions are created using this function.

This function calculates all taxes and user defined deductions. Once completed a full pay register is printed for review. The Gross to Net may be re-run to correct any discrepancies.

Manual checks may be processed at any time during the pay run.

Missed Deductions may be carried forward to future pay periods.

Automatic controls ensure that all required steps in the payroll cycle are completed in the correct sequence.

A payroll run may be reversed and rerun as many times as necessary.

Bank Reconciliation functions allow you to keep track of outstanding cheques and verify your bank statements if desired

Managing Benefits and Deductions

User defined Formulas allow you to create deductions or benefits that cater to your specific needs. Once a deduction or benefit is defined it can be assigned to an employee. The underlying formula can then be modified for a specific employee allowing for maximum flexibility when defining deductions or benefits

Features

Formulas use keywords as aliases to the data dictionary allowing for shortcuts to the database. You need not know the actual database field name, just the keyword

Functions can be defined that perform frequently used operations. For example the calculation of the annual salary may be coded as a function and called multiple times within a formula.

Reserved words are used to perform a specific function. For example, the word |E| will return the total earnings for the current check. |H:E| will return the number of hours associated with the earnings.

Use familiar constructs from the Progress 4GL language to build your functions and formulas.

The illustrated formula will calculate the annual salary for the employee. |SALHOUR| is the switch in the employee master file that determines whether an employee is salaried or hourly. If hourly then the annual salary is based on the hourly rate x the hours in a standard day x the frequency of pay. If salaried then the annual salary is the salary x the frequency of pay.

The screenshot shows a window titled "Function Keyword Maintenance - 0" with a date of "03/21/02 (stuart)". The window contains a table with two columns: "Funct-keyword" and "Description". The "ANNSAL" keyword is selected, with the description "Calculates annual salary". Below the table, there are fields for "Function keyword:" (ANNSAL), "Description:" (Calculates annual salary), and "Return value:" (decimal). A text area for the "Function Keyword" contains the formula: "if |SALHOUR| then |SALARY| * |FREQ| else |RATE| * |HRS| * |FREQ|". At the bottom, there are "Store" and "Undo" buttons, and a status bar that says "Enter data or press ESC to end."

Funct-keyword	Description
ANNSAL	Calculates annual salary
BENEFIT2	CAFETERIA BENEFITS 2
BENEFIT3	CAFETERIA BENEFITS 3
BENEFITM	CAFETERIA BENEF MEDICAL ONLY
BENEFITS	CAFETERIA BENEFITS 1
BENEFONP	CAFETERIA BENEFITS OFF NO PAY
CAFMAX	CAFETERIA MAXIMUM
CAFMAX2	CAFETERIA MAXIMUM 2

Function keyword: ANNSAL Description: Calculates annual salary

Return value: decimal

Function Keyword: if |SALHOUR| then |SALARY| * |FREQ| else |RATE| * |HRS| * |FREQ|

Store Undo

Enter data or press ESC to end.

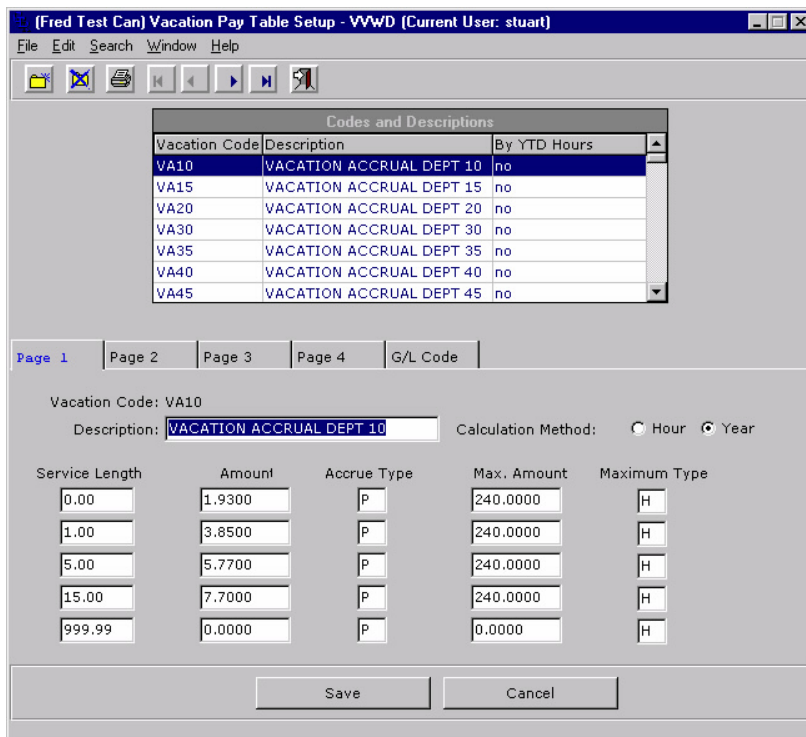


Payroll

Vacation, Sick Pay, and Time Banks

Vacation, Sick Pay, and Time Banks may be maintained to handle a variety of plans.

Features



Multiple vacation tables can be established to meet your specific vacation plan and can be assigned to employee groups. Service length can be based on pre-defined date in the employee master file. The vacation calculation can be done at user-defined intervals. This allows for maximum flexibility when performing vacation accruals. Payouts can be defined for regular vacation or lump sum payments.

Multiple sick pay tables can be established to meet your specific sick pay plan and can be assigned to employee groups. Service length can be based on pre-defined date in the employee master file. The sick Pay calculation can be done at user-defined intervals. This allows for maximum flexibility when performing sick pay accruals. Payouts can be defined for regular sick pay, lump sum payments, or for family sick leave.

Vacation and sick pay plans may carry maximums for the year.

Time banks can be maintained and can be used to bank overtime, double time, or any other time based transaction. Employees may maintain multiple time banks and can draw on them when necessary.



Payroll

Taxation

The Payroll module allows for the maintenance for all taxing jurisdictions be they federal, provincial, state, county, city, etc.. All reporting requirements are handled. Our automatic tax update (to be released fourth quarter 2002) will relieve you of the burden of updating the tax tables manually.

Features

All tax factors can be updated via tables.

All tax calculation parameters are table driven.

All deduction categories will record the taxable earnings that formed the basis for the deduction

Supports all statutory reporting requirements including W2, 941, T4, Releve 1, etc.

Special forms are printed to blank paper; no more line up issues for end of year forms.

