



PAYROLL

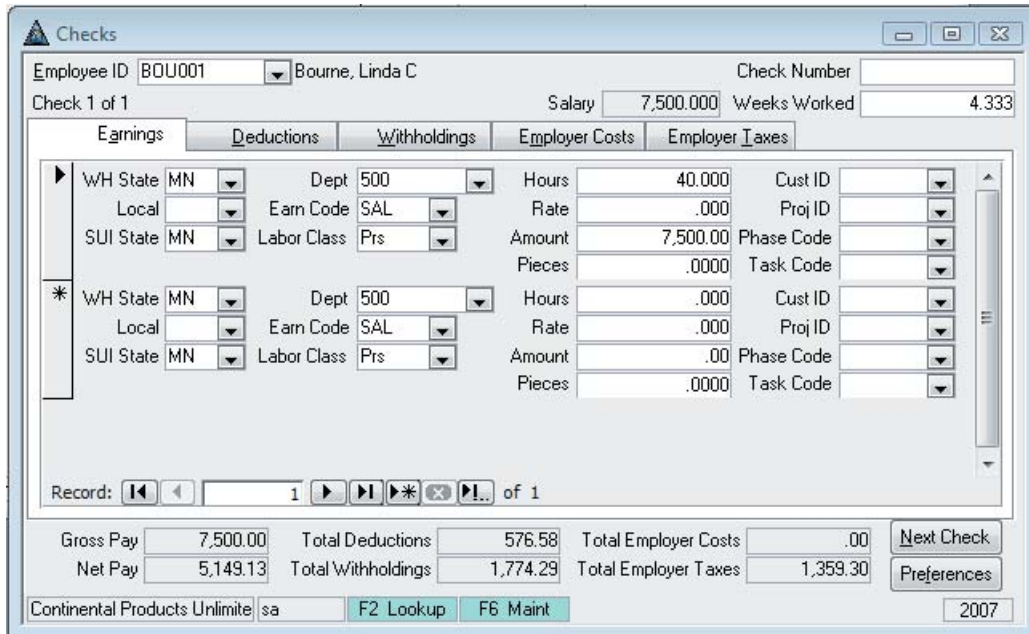
PAYROLL

Payroll Management Made Easy

TRAVERSE® Payroll keeps you current with government reporting requirements while giving you total flexibility. In addition to printing checks, you need to maintain detailed records with clear audit trails, track sick and vacation days, and keep up to date with tax law changes. TRAVERSE Payroll can handle it all. It also enables you to analyze payroll expenses and employee productivity as well as control costs and review expense distribution.

With this module, you can produce detailed reports to help you plan and generate a budget. Manage your expenses efficiently by tracking FUTA, SUI, Medicare, and Social Security, as well as earnings by department. You decide whether to calculate scheduled deductions as a fixed amount, a percentage of gross pay, an hourly rate, or a declining balance. You can easily produce W-2s printed on forms, or stored on magnetic media to meet federal requirements.

You'll have the flexibility to set up your payroll according to your terms. Define pay codes for regular, overtime, double-time, sick, vacation time, or any other payment method for hourly employees. Unlimited user-definable deductions are allowed per company, as well as taxable and/or nontaxable earnings codes and an option for fixed federal, state, and local withholdings.



You can edit manual checks or system calculated checks prior to printing.



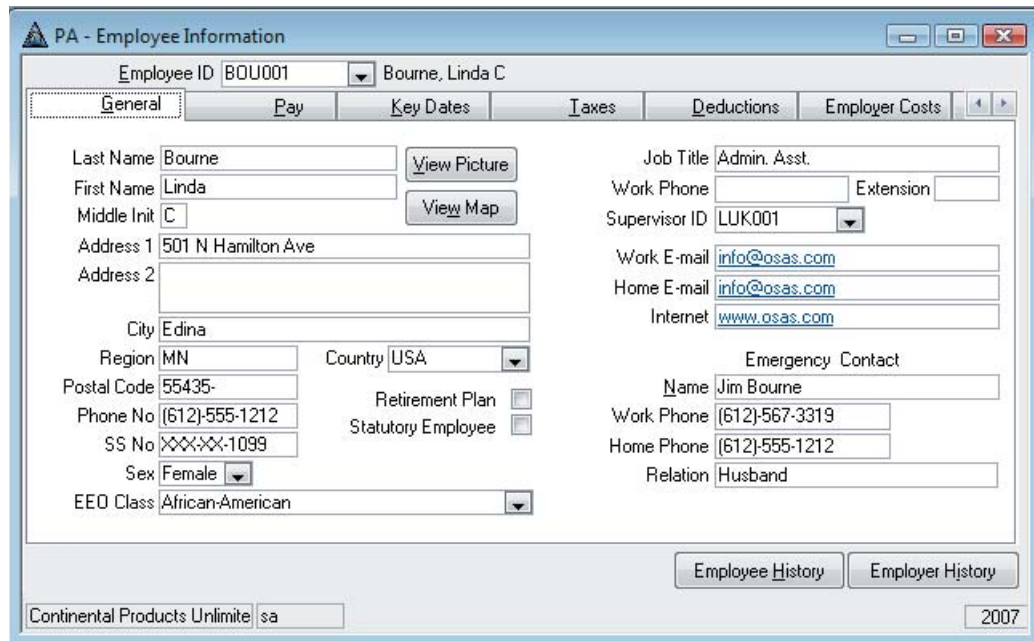
4301 Dean Lakes Boulevard, Shakopee, MN
55379 / 1-800-328-2276 www.osas.com

Additional Payroll Features:

- multiple states and localities for employee/employer taxes
- automatic accrual of vacation and sick time hours with complete audit trail
- formula-based tax routines
- multiple checks per employee per payroll run
- unlimited number of earnings codes including overtime rates and shift differentials
- flexible state unemployment reporting
- employer deductions such as 401(k)
- recurring time ticket entries
- taxable and/or nontaxable earnings codes
- option for fixed federal, state, and local withholdings
- process the new year's payroll before printing W-2s for the old year
- track four quarters of history on payroll checks
- produce monthly and quarterly check registers

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
 Quarterly Withholding Report
 Quarterly State Unemployment
 Tax Report
 941 Form
 W-2 Form
 Paycheck Received Report
 Pay Period Deduction Report
 Salary Review Report



PA - Employee Information
 Employee ID: BOU001 | Bourne, Linda C
 General | Pay | Key Dates | Taxes | Deductions | Employer Costs

Last Name: Bourne | View Picture
 First Name: Linda | View Map
 Middle Init: C
 Address 1: 501 N Hamilton Ave
 Address 2:
 City: Edina
 Region: MN | Country: USA
 Postal Code: 55435-
 Phone No: (612)-555-1212 | Retirement Plan:
 SS No: XXX-XX-1099 | Statutory Employee:
 Sex: Female
 EEO Class: African-American

Job Title: Admin. Asst.
 Work Phone: | Extension:
 Supervisor ID: LUK001
 Work E-mail: info@osas.com
 Home E-mail: info@osas.com
 Internet: www.osas.com

Emergency Contact
 Name: Jim Bourne
 Work Phone: (612)-567-3319
 Home Phone: (612)-555-1212
 Relation: Husband

Employee History | Employer History
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Employee information includes basic HR information such as Key Dates, Rate changes, Education and user-defined fields.