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## Ascentis Payroll Features & Functionality

### Real time, online processing

- No batch uploads.
- No need to setup deductions or earnings on client and payroll provider's side.
- No need to setup accumulators as each pay, deduction, memo, and tax code is it's own accumulator.
- All backups are taken care of by Ascentis.
- No need to download finalized payroll, you always have access to the updated system.
- Reports, interface files are available on payroll processing day, instead of the day after.

### Employee Presets (Lookups)

- User defined preset groupings for viewing employees. This is used for access the master file as well as in Quick Entry.
- Lookups may include social security number (an easy way to identify an employee for a garnishment order when the name on the order doesn't exist in payroll).
- Choose to view employees selecting by status or status modifier, hire date, employment type, employee type or subtype, pay frequency, regular/temporary, distribution levels, employee address state, home or active taxing state.
- Search by employee number, name or social security number.

### Employee Master File

- View multiple employees simultaneously.
- Restrict access to just "view" employee information.
- Validates for duplicate Social Security numbers and checks for invalid Social Security numbers.
- Multiple pay rates by employee. Store unlimited number of rates for each employee.
- Easy table format for displaying more information on deductions, other pays, education details, multiple pay rates, standard or auto-pay and retirement funds.
- Pretax deductions are setup as a deduction and not as a reverse earnings code.
- Retirement deductions (e.g. 401K, 403(b)), Roth IRA including catch-up contributions may be setup when the employee enrolls and will deduct at the appropriate time. The catch-up contributions may either be taken at the same time as the regular contribution or setup to start once the regular contribution has hit the limit. Employees may have multiple deducts for multiple plans (such as 401K and Roth IRA) and the system will stop the employee at the combined limit.
- Recurring earnings (e.g. car allowance) may be setup on the master file and will pay automatically based on the setup for the employee.
- Custom pay frequency – you are not limited to just bi-weekly with 80 hours. Define the standard hours per day, and the number of days per pay period.
- Distribution (location, department, labor costing, etc.), job titles and status tables are user-defined and may be edited directly from within the master file. The distribution is validated against an approved file to reduce errors.
- Foreign address fields available for non-US employees.

## Ascentis Payroll Features & Functionality Cont.

### Employee Master File (Continued)

- No need for a new employee number when an employee moves to a new state or out of the country. Just change the state tax information.
- No need for a rehired employee to be given a new employee number. Just change the status and any other changes needed when the employee is rehired.
- The tax screen is intuitive and alerts the user to states with locals, reciprocals, etc.
- The tax screen has selections to identify agricultural or non-resident aliens to withhold the required taxes.
- On-line lookups for employees residing in local taxing jurisdictions. Search by city name and ZIP for the home and active work locations and let the system determine the appropriate local taxes to be withheld.
- Customized time-off accrual calculations.
- Shift codes can be setup with either an additional amount or a percentage. On the master file, the employee's assigned shift may be notated.
- Automatic salary splits between multiple labor codes (company, dept, division), may be setup on the master file.

### Custom Screens

- Design your own employee screens. Use for keeping track of expense reimbursements and other items pertinent to payroll.
- Easy to design with drag-and-drop features.
- Full security on screens and individual fields.
- Organize custom screens in folders for easy access.
- Fully reportable.

### Tax Simulation

- Uses full tax screen from master file; no need to re-enter data for an employee.
- Can reset information back to master file with a click of a button.
- Print results to hand to employee.
- Local taxes and school district taxes are displayed separately.
- Use a checkbox to include year-to-date amounts and limits when doing what-if checks.
- Gross-up calculations for bonuses, etc.

### History

- View employee payment history for past periods. All past months, quarters and year-to-date may be viewed; quarter- and year-end numbers are adjusted for partial years.
- Multiple years of history available for viewing.
- See totals of each pay, deduction and tax for multiple years.

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## Ascentis Payroll Features & Functionality Cont.

### History (Continued)

- Check history. Move easily from one check to the next and back again. Search by period end date or check number. Print all the check information by clicking on the print button.
- Vacation/sick history – search by period end date.
- Multi-rate history.
- Rate and position history – search by effective date. Easy to move from one record to the next.
- User may enter past position and rate history and edit existing entries to make corrections.

### Easy data entry of timecard information

- Tool tip text on all the buttons to explain their use. Tool tips available on the transaction lookup provide information on how the pay/deduction is set up.
- View all transactions available for the company, or use a radio button to see transactions set up just for this employee.
- View inactive pays and deductions.
- View table of checks currently in process for an employee.
- View vacation/sick/PTO balances and check totals during entry.
- Easily edit tax settings (change states, marital status) on additional checks.
- Quicker entry – just accept salary entries – no unnecessary keystrokes.
- Easy to make corrections. Just choose the line item and correct any part of the transaction.
- Enter labor distribution or job costing information for later reporting and distribution to general ledger.
- More validations on tax entries; i.e., cannot enter state withholding in states that do not have state withholding.
- Check boxes to block other pays, all deductions, or direct deposits.
- Warnings during input for non-active employees (retired, terminated, on leave of absence).
- Upload time input from spreadsheets.
- Standard or auto-pay transactions not only for salaried employees, but also for hourly employees who work the same number of hours each pay period.
- Review a payroll audit report with all gross to net calculations prior to processing. Accompanying edit report lists potential problems such as paying an hourly employee salary, or paying a terminated employee, or an active employee who isn't being paid for your review prior to creating checks. Over 30 different audit checks are performed and listed for review.
- Review a third party audit report prior to processing to confirm that third party information is setup correctly for garnishments, 401K, union dues etc.
- Easily input manual check data from an outside source (third party sick payments, stock options).

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## Ascentis Payroll Features & Functionality Cont.

### Easy data entry of timecard information (Continued)

- Expense Reimbursements may be setup to pay through payroll.
- A pay check may have supplemental taxes withheld for some of the earnings while the other earnings are taxed based on the employee's W-4.
- Group Term Life fringe benefit may be calculated automatically by the system and posted every pay period or once a month.
- Shift pay may be entered on a payroll basis for those moving between multiple shifts.

### Quick Entry

- Quick Entry is a very viable alternative to regular journalizing, so much so, that it may completely change how you enter your payroll.
- Templates are used to customize what you need to do this payroll. Using a slightly modified version of the regular journalizing window (the edit pane is identical), you may turn off fields not needed, and choose any standard pay/deduction to be part of this payroll. The override feature opens up any fields that were turned off by the template – complete flexibility. You have complete control over template.
- Preset employee lookups are used to select employees for quick entry. You may define as many groups as you need and choose which the appropriate lookup for this entry session.
- Sort the employees to match how you receive your timecards and make entry that much easier.
- Create regular, additional and gross-up checks within quick entry.
- Choose which transactions to include in your template, and in what order they should be entered.
- Modify the work state for all employees in this group. Great for sport franchises that process time cards by location played.
- You may also block direct deposits or all deductions as in regular journal entry.
- Add-to-all – any pay or deduction may be added to all checks for all employees, for example, add Holiday to every paycheck or bonus to just the managers' payroll. Easy to override for exceptions.
- Quick Entry is started from the Payroll Processing wizard just as regular journal entry.

### Payroll processing

- Multiple pay frequencies may be processed in one directory.
- Confidential payroll processing separate from general employees.
- Process payroll from multiple locations.
- Check Printing – custom check sorts setup for your organization.
- Check messages - add universal or individualized employee messages on the printed or employee self-service check.

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## Ascentis Payroll Features & Functionality Cont.

### Payroll processing (Continued)

- Custom procedures added to standard processing. Custom reports and procedures to create output files may be integrated into regular processing. No additional steps are then required to create 401(k) output files, reports, or other requested custom processes.
- Print payroll or third-party (e.g., garnishments) checks in-house or have Ascentis print (and mail) checks or send EFT files for you. In addition to garnishments, checks or EFT files may be created for any deduction or memos (e.g., union dues, united way, 401K)
- Voiding of checks – easier than ever. Choose the check to void with a check box, and you are done.
- Year-end – continue processing payroll for the current year while making last-minute adjustments for last year's W-2 reporting.
- Year-end Reports are available to verify W-2s and make any necessary changes, before the W-2s are printed.
- Status of payroll is available at all times. With multiple persons involved in processing payroll, everyone knows the processing status.

### Reports

- Over 70 standard reports available. Including Multiple Worksite Report, Workers Comp Report, and Labor Distribution Reports.
- Filters available to customize standard reports.
- View complete reports on-line.
- Printing is available from View Report function.
- View multiple reports simultaneously.
- Select a specific page to view with "Go to Page", search for strings of data, or page through the report forwards and backwards.
- Print index can be sorted by date/time, description of report, user ID.
- Double click to view a report, or select and click the View Report button.
- Cross directory or cross company reporting.
- Using normal window conventions, select consecutive or random reports to print.
- Download reports to your preferred location or browse your PC to choose your destination.
- Open downloaded reports with Excel or other spreadsheets programs.
- Reports can be viewed immediately or saved to the report index for viewing/printing later.
- Reports may be marked for CD Rom storage which Ascentis creates on any frequency (pay period, monthly, quarterly)
- Quarter-End Wizard guides the user through reports to balance and verify wages and taxes prior to submitting information for quarter-end returns.

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## Ascentis Payroll Features & Functionality Cont.

### Interfaces

- Time clock
- General ledger
- 401(k) contributions and discrimination data.
- Deductions from 401(k) administrators.
- SUI administration data.
- Output files in ASCII or EBCDIC formats or even excel files.

### General Ledger

- Reports and/or files may be summarized by account code or show detail by employee.
- Accrual files and/or reports may be created based on client specifications.

### Help

- Extensive help is available at the function as well as the field level. Help appears on your desktop at the same time as the application for easy reference. Use the Help icon and click on any field to access the appropriate place in the on-line Help manual.
- Updated immediately with each release making the On-Line Help always up-to-date rather than an always out-of-date paper manual.
- Easy to navigate with browser-style features and table of contents.
- Print your own copy of any part of the manual.

### Security & Technology

- Security is available by directory. Allow a user access to regular employees, but not the confidential manager's payroll.
- Security is provided to the Company Setup file, individual screens or all of the master file, individual custom screens and fields, allowing/disallowing import of employee or time clock information, access to history, payroll processing input or checking writing, and signing of checks.
- Internet access – not browser dependent.
- Automatic upgrades – Using Java WebStart, upgrades happen automatically with your next login and take only seconds to upload.