

# PAYROLL

**PUBLIQ™ Software's Payroll system provides a comprehensive approach to managing employee payroll in government agencies.** Payroll helps manage employee information, multiple pay types and classifications, perform what-if budget projections, and create reports to monitor activities.

## PAYROLL BUDGETING

PUBLIQ Software's Payroll system enables you to explore the effects of salary increases and compare different percentages. You can also select individual positions for merit increases, as well as protect the budgeted amount for an open position.

## COMPREHENSIVE REPORTING TOOLS

PUBLIQ Software's Payroll comes complete with dozens of standardized reports, including W2s and 941s. But the real benefit is in your ability to easily create customized reports that provide information the way you want it - without the help of an IT specialist. You can also save and export reports and data to popular off-the-shelf software.

## FLEXIBILITY

A primary strength of PUBLIQ Software's Payroll system is its flexibility. It provides multiple ways to generate time cards, including directly from the time clock. You can select only employees with overtime or sick days and can handle them by department. The system also has the flexibility of managing up to 999 deductions or pay types, whether they are credit union, garnishments, insurance, or whether they are percentages of net or a set amount.

- Maintains detailed personnel information, including photos
- Aids payroll budgeting with what-if calculations
- Provides both standardized reports and the ability to create custom reports
- Allows you to export data to Excel® and other popular software for customized reports
- Generates required reports such as 941s, W2s, and Affordable Care Act reporting
- Provides multiple options to generate/enter time cards
- Handles up to 999 deductions or pay types
- Integrates with PUBLIQ Software's Accounting Suite
- Available as an affordable cloud solution that is more easily approved
- Guides you through payroll processing with an easy-to-follow wizard



# PAYROLL

## Easy to Use

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- Simplifies payroll processing with wizards
- Prints checks with signatures
- Integrates with PUBLIQ Software's Accounting Suite
- Prints from anywhere in the system
- Makes accessing any information quick and easy
- Provides answers to questions fast via Help files

## Personnel Data Management

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- Stores detailed personnel information, including pay history
- Maintains employee demographics for EEOC reports
- Tracks important dates, such as insurance eligibility, hire, raise, and review
- Maintains termination information
- Allows you to track and/or accrue leave
- Updates pay rates automatically from payroll budgeting
- Tracks all necessary insurance information for the Affordable Care Act
- Automatically split employee pay across multiple departments based on hours or percentage

## Payroll Budgeting

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- Enables you to project and compare the effects of various percentage increases
- Allows viewing of adjustments for merit increases
- Allows protection of the cost of an open position

## Reporting

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- Provides a host of standardized reports
- Allows you to create customized reports for your specific needs
- Enables you to export data to popular software
- Maintains a multi-year history for a complete audit trail
- Prints W2s, 941s, and Affordable Care Act reports
- Reprints W2s at any time
- Prints retirement system, new hire, payroll, and year-to-date register reports
- Sort and track time data by department
- Prints employee lists

## Payroll Processing

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- Unlimited number of employees and pay types
- Calculates taxes
- Handles up to 999 deductions
- Tracks garnishments
- Allows one-time and employer-matching deductions
- Processes by entire staff, individual, department, or division
- Allows salary splits between multiple departments
- Allows separate checks for vacation, bonuses, etc.
- Handles weekly, bi-weekly, monthly, semi-monthly, or annual payroll
- Prints checks or deposit slips
- Interfaces with employee time clock
- Provides multiple ways to enter time cards
- Manages deposits for up to seven different bank accounts per employee
- Tracks overtime and leave
- Manages leave accruals
- Easily handles leave options, such as years of service
- Automatically rolls excess leave into a different leave type
- Creates an ACH file for direct deposits transmittal

## Service and Support

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- Training is available onsite, at regional workshops, or online
- Support is available online or by toll-free phone call

## The Cloud Advantage

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- Software as a Service (SaaS) cloud solution is hosted by PUBLIQ Software utilizing redundant servers, networks and hosting centers. PUBLIQ Software professionals handle all updates, maintenance, anti-virus protection, or backups
- Eliminates the upfront costs of purchasing software through an affordable monthly fee
- Automatically transmits encrypted data to two secure data centers in two different geographic areas