Sage 300

Construction and Real Estate

Payroll

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Payroll processes even the most complex construction payrolls automatically.

Information generated in Payroll flows seamlessly throughout the software to help you monitor and control labor costs.

Streamlined entry makes it easy to capture employee hours from the job site or the home office. Once the information is entered, Payroll calculates every pay, deduction, fringe benefit, and tax based on predefined controls. Payroll even handles union processing, tax reciprocity, certified payroll and workers comp—all automatically. And an automated check run process makes it a snap to cut employee checks.

Using integrated access tools, your payroll information is always immediately available. Interactive inquiries let you view stored information—such as total pay, overtime, and vacation hours taken—on the screen in seconds. And customizable reports allow you to calculate and print information in any format you need to conduct in depth labor analysis.

To address international payroll issues, different versions of Payroll are offered for the United States, Canada and Australia. Each of these versions incorporates localized terminology, processing, and reporting requirements for the specific region.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Payroll offers to help you process checks and track employee information:

Payroll controls

- Define unlimited pays, deductions, and fringes for automatic payroll calculation.
- Easily set up tax tables for automatic calculation of federal, state, local, and provincial taxes (Sage 300 Service Plan subscribers receive regular federal, state, and provincial tax table updates).
- Exempt pay or deductions from any tax type.
- Determine the order pays, deductions, fringes, and taxes are calculated for each employee.
- Define guidelines for automatic calculation of overtime, workers comp, and certified class.
- Define guidelines for automatic calculation of union pays, deductions, and fringes for any combination of union, class and local.
- Easily set up rate tables to automatically calculate pay and fringe rates based on specific employment factors (for example, certified class, union, workers' comp, equipment usage).

Benefits

Certified payroll handled automatically.

Easily monitor and control the most complex payroll needs.

Quickly customize timesheets for different departments of your organization.

Customize your own checks and stubs.

- Define rates and calculation methods at the company, union or employee level.
- Define employee groups for use in time entry, check printing and cost tracking (for example, field office, salary).

Entry and processing

- Enter time and other payroll information to jobs, cost codes, categories, days of the week, workers' comp codes, union locals and classes, certified classes and more.
- Customize timesheet entry views for different employees, groups, departments, etc.
- Import timesheet information from Remote Time Entry or other time-capturing software.
- Automatically apply appropriate pay rates and workers' comp codes based on predefined controls.
- Automatically prorate employee salary based on the hours worked for each job.
- Automatically calculate tax reciprocity based on resident and work locations.
- Automatically switch union locals based on job location.
- Enter daily payroll for certified jobs.
- Send detailed Payroll information to Job Cost, Billing, Equipment Cost, and General Ledger.
- Verify entry with customizable audit journals.

Check printing

- Define the content of the check face and stub.
- Record manual checks outside of the normal check run (for example, layoff checks).
- Easily recalculate checks that change after payroll is processed.
- Automatically print a detailed or summary check register following the check run.

Employee tracking

- Track hire date, termination date, Davis-Bacon classification, home union and all other employee information.
- Track month to date, quarter to date and year to date employee totals for pays, deductions, fringes, and taxes.
- Track accumulated units or dollars that don't affect the employee's check (for example, hours lost to injuries).
- Track personnel to do's with a customizable checklist (for example, I-9 collection, drug testing).
- Add up to 250 user-defined data fields to track additional information (for example, drivers license numbers, cell phone numbers, and assigned company credit cards).

Inquiry

- Choose from several pre-designed Payroll inquiries (for example, Employee Totals, Certified Activity, Check Time).
- Drill down on summary information to view supporting detail (for example, click on an employee's total timesheet hours to see individual timesheet entries).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on the fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Payroll reports to calculate and print information at any time (for example, Workers' Comp Detail, Monthly Employment Utilization, Union Summary).
- Produce different sets of reports based on your country's requirements (for example, U.S. W-2s, Canadian T4s, Australian Group Certificates).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up taxes, fringes, pay types, and deductions in a fraction of the time, or select from predefined lists.
- Manually enter your employees or copy and paste from a spreadsheet.

- Stay on the right track with built in tips and tricks.
- Enter beginning balances and tie back to GL.
- Automatically back up your data.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with a click of the mouse.

Additional features

- Automatically process direct deposit checks.
- Easily edit or void checks even after they've been posted.
- Enter notes and attach electronic files (for example, digital photos or scanned garnishments) throughout Payroll for additional documentation.
- Track union contract details.
- Enter employee time to one company or division but paychecks from another company or division.
- Transfer pay and tax totals for employee records that need to be processed separately throughout the year then consolidated for year end tax reporting.
- Reconcile checks using Cash Management.
- Customize the toolbar for push button access to reports, inquiries and tasks.
- Change onscreen descriptions to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.

CPA Technology
101 W. Elm St., Suite 500 Conshohocken, PA 19428
p 610.862.1998 f 610.862.3200 w CPATechnology.net

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