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Payroll System Links On-Line TimeCard to Accounting Ledger and Tax Journal

A smart, savvy staff is the backbone of any business. As productivity rises, a business grows. A flexible, efficient payroll system manages work flow and rewards effort--for both staff and payroll managers. Wallace Haines payroll tools work for you.

Punch System

Setup Passwords
 Edit TimeCards for Goofs
 View/ List PunchCards
 Plot out Punch Schedules

Employee Records

Enter/Edit/View Employees
 Enter/ Edit Departments
 Terminations & Rehiring
 Benefits & Loans

Payroll Processing

Enter TimeCards
 Manual Pay & Adjustments
 Calculate Net Pay
 Print Checks & Update to General Ledger
 Outstanding Check Listing
 Reconcile Checks

Payroll Reports

Journals & Cost Distribution Report
 Quarterly Summary
 Year-to-Date Register
 Workforce Reports

Punch System

The PunchCard system makes your computer a time clock. Employees **punch in and out at any**

workstation, using their own PunchCard password. The Punch system establishes rules for length of breaks, or other variable time periods.

Captured **timecards automatically flow through to payroll time sheets.**

This dramatically reduces the amount of time spent entering payroll data each pay period. Strict system security works hand-in-hand with the payroll system so passwords restrict staff, managers, and auditors to programs they need.

Employees use **payroll passwords** to review their time card history.

Managers have secure, independent access to time card edits and scheduling. Security assures confidentiality of payroll records.

The PunchCard system also works independently of payroll processing, for users who contract for outside payroll support.

Employee Records

Enter and edit employee records, including starting date, pay rate, vacation, leave time and benefits. Recall past employee records for seasonal rehiring.

Payroll Processing

The payroll system supports organizational flexibility, including multiple companies, stores and departments, multiple payroll periods,

and multiple payroll types (hourly, salary).

Flexible processing smooths calculation of time records, special earnings, commissions, deductions, manual checks and adjustments. Employee payroll checks report deductions, contributions, and distributions.

Edit and exception reports, including missing employee and missing deduction reports, spot inconsistencies. Managers and auditors verify payroll information before printing checks.

Payroll entries, including vacation pay and insurance, automatically post to the general ledger after verified check printing.

Payroll Reports

Current period and year-to-date journals support government tax audit and reporting. W-2s and tax records issue on command.

For more information...

Consult the packet on **Financial Management** programs for descriptions of Accounting and General Ledger systems. Payroll processing fits seamlessly into General Ledger control.