



The most valuable asset: **people**

Payroll

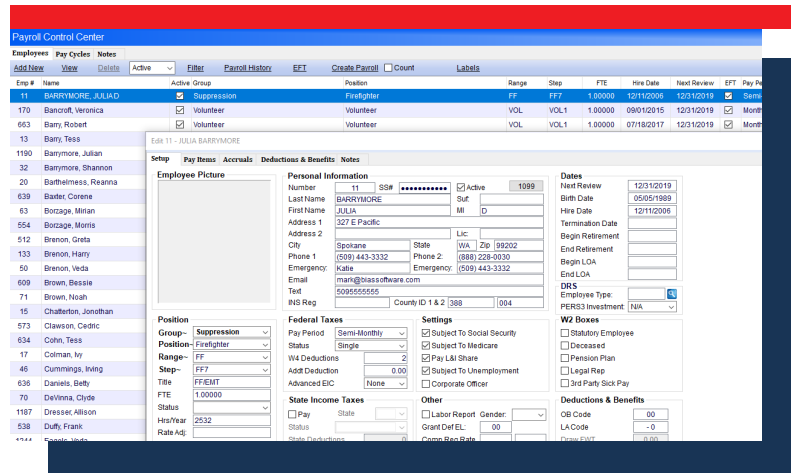
How it works for you

Like all Springbrook Express applications, Springbrook Express Payroll is completely integrated with Financials for automatic and seamless posting to the GL. It operates an “enter and calculate” principle that permits the user to see the results before finalizing the payroll. This allows a second look to ensure paycheck accuracy.

Checks can be printed on-the-fly or in a batch process for easy paycheck distribution. Pre-set your cost distribution to follow actual worked time or a percentage based allocation. Generate your tax and benefit payments and send them to AP with full distribution of costs that follow wages to your funds.

KEY BENEFITS

- A state-of-the-art application that connects your employees to groups, positions, and steps you’ve built for maximum efficiency when managing payroll.
- Access all the steps you need to process payroll in one place with a click of the button.
- You can be confident your payroll will be correct with easy to read and interpret reports on the fly.
- Get payroll done faster by tapping into the Calculated Pay tools that run circles around the full service payroll providers.
- Capture payroll budgeting scenarios with an integrated and easy to use payroll budgeting component.



How it's put together

Springbrook Express Payroll is customized to work with your organizational structure. Review and approval of all steps are built in to satisfy internal control needs with extensive error checking and audit trails operating in the background.

- Position and benefit tracking
- Manage salaries, hourly pay, FLSA, OT, and any premium pay
- Vacation, sick, holiday, or any accrual tracking
- State & federal tax tracking
- Custom pay distributions
- Multi-step calculated wages (a must have for complex bargaining units)

- Paid Family Medical Leave tracking
- Calculated accrual earnings based on hours worked
- Email employees paystubs
- Direct deposit via NACHA file
- Workers compensation tracking

REPORTS

- 941 Reporting
- Unemployment Reporting
- DRS Hours and Salary Report
- Workers Compensation Report
- Electronic W-2 & W-3 filing
- Payroll Budgeting
- Accrual Liability Report
- Benefit Reporting
- Employee Census



WHAT'S INCLUDED

- Accrual Tracking
- Basic HR Tracking
- Benefit Tracking
- Electronic W-2
- Payroll Budgeting
- Payroll Processing

The screenshot displays the 'Payroll Control Center' software interface. At the top, there's a navigation bar with options like 'Employees', 'Pay Cycles', and 'Notes'. Below this is a table listing employees with columns for Emp #, Name, Position, Range, Step, FTE, Hire Date, Next Review, EFT, and Pay Period. The table includes entries for JULIA BARRYMORE (Suppression, Firefighter), Veronica Bancroft (Volunteer), Robert Barry (Volunteer), and Tess Barry (Volunteer).

The main part of the screenshot shows a detailed view for 'Edit 11 - JULIA BARRYMORE'. This view is divided into several sections: 'Employee Picture' (with a photo of Julia Barrymore), 'Personal Information' (Last Name: BARRYMORE, First Name: JULIA, Address: 327 E Pacific, City: Spokane, WA, Zip: 99202, Phone: (509) 443-3332, Emergency: (509) 443-3332, Email: mark@biassoftware.com, Text: 5095555555, County ID: 1 & 2 388, 004), 'Federal Taxes' (Pay Period: Semi-Monthly, Status: Single, W4 Deductions: 2, Add'l Deduction: 0.00, Advanced EIC: None), 'Settings' (Subject To Social Security, Subject To Medicare, Pay L&I Share, Subject To Unemployment, Corporate Officer), 'W2 Boxes' (Statutory Employee, Deceased, Pension Plan, Legal Rep, 3rd Party Sick Pay), 'Deductions & Benefits' (OB Code: .00, LA Code: -0, Draw FWT: 0.00, Net Check To Zero: No), 'State Income Taxes' (Pay: State, Status: 2532, State Deductions: 0, Add'l Deduction:), and 'Other' (Labor Rel: Gender, Grant Def EL: 00, Comp Reg Rate, Comp OT Rate).

At the bottom, there's a '-Change In Pay Items Tab' with buttons for 'Edit', 'Cancel', 'Previous', 'Next', and 'Close'. The bottom status bar shows 'Administration' and 'Administrative Assistants' with a count of 'AA' and 'AA10' and a date of '05/10/2010'.