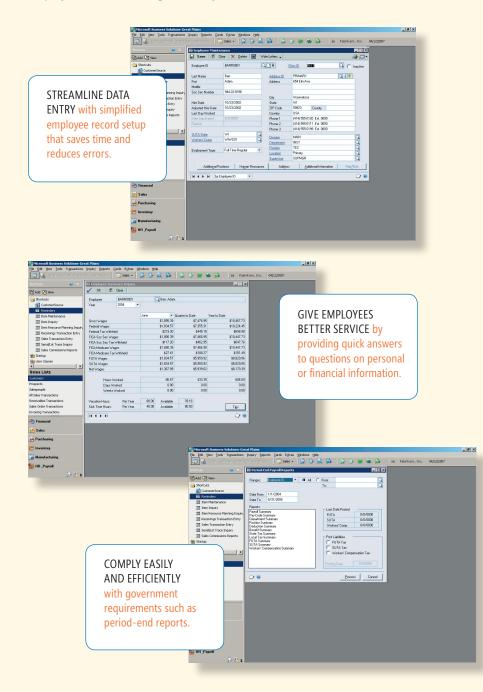# Microsoft® Business Solutions–Great Plains®

Payroll – U.S.

Streamline your payroll and enable your staff to handle complex and changing payroll situations quickly and accurately, offering better service to your employees while reducing necessary overhead costs.

STREAMLINE DATA ENTRY with simplified employee record setup that saves time and reduces errors.

GIVE EMPLOYEES BETTER SERVICE by providing quick answers to questions on personal or financial information.

COMPLY EASILY AND EFFICIENTLY with government requirements such as period-end reports.

Microsoft® Business Solutions

Streamline data entry

Simplify employee record setup with templates that are easily modified for each individual. Data is entered once and then used for multiple payroll tasks, helping save time and reduce errors.

Increase productivity

Streamline the process of collecting, reviewing, and approving timesheet data with online self-service options delivered through a personalized Web portal. Automated payroll processing helps eliminate many routine transactions, freeing staff to focus on higher priorities.

Give employees better service

Provide quick answers to employee questions on personal or financial information and offer the convenience of direct deposit, without increasing your overhead costs.

Empower employees

Online self-service options enable employees to quickly and conveniently update their own personal information, view their paychecks online, enroll in direct deposit, update tax withholding information, view vacation time available, and submit vacation requests and timesheets.

Manage your payroll more effectively

Increase your flexibility and gain more control over your payroll information, keeping track of it easily and maintaining a comprehensive, up-to-date perspective on your payroll expenses.

Comply easily with government requirements

Produce government reports such as W-2 forms and other tax statements with little additional administrative cost or trouble, in both printed and magnetic media formats.

Payroll – U.S.

FEATURES OVERVIEW

Payroll–U.S.	• Create detailed records of pay, benefits, and deductions with customized information specific to your business. • Streamline employee record management with employee classes and pay codes; and process salary, pension, and EIC pay automatically for employee groups. • Help ensure tax tables are current and avoid the hassle of ordering and installing updates with automatic tax table downloads. • Define what to include in pay runs and verify the accuracy of your pay run before printing checks. • Help reduce errors by automatically calculating taxes, deductions, and benefits. Manage variable tax deductions for employees working in multiple states. • Control necessary audit details related to handwritten checks for exceptions and voided checks. Respond to employee questions about personal, financial, and paycheck information with nine intuitive inquiry windows. • Generate a suite of reports customized to meet specific needs of multiple companies, including year-end, period-end, and multiple year history, as well as posting journals and tax statements. • Manage employee retirement accounts with increased efficiency by applying a maximum match percentage on a Payroll Benefit code—employees can have 6% withheld in one deduction, even if only 3% is matched. • Save time by setting up an overtime or double-time paycode as a factor of an employee's regular rate of pay, rather than as a fixed amount, to further ensure that hourly employees are paid accurately. • Enter specific taxable wage amounts for various transaction types, increasing data entry flexibility and streamlining beginning balance entry. • Search by transaction number to see all transactions that have been entered in one window view.
Direct Deposit	• Offer reliable, confidential direct deposit of payroll checks to unlimited accounts and financial institutions, as well as split deposits between multiple bank accounts.
HRM Self Service Suite	• Provide employees and managers with a personalized Web portal for reviewing pay and benefits, submitting and approving time cards and expense reports, and updating personal information.
Payroll Connect	• Transfer payroll information from ADP payroll systems into your general ledger, saving time and ensuring accuracy.
Federal Magnetic Media	• Generate Federal W-2 Magnetic Media files to comply with government reporting requirements.