



# Payroll

## [ BENEFITS ]

### Streamline data entry

Simplify employee record setup for complex or changing payroll situations by quickly entering an unlimited number of pay codes, deductions, and benefits when setting up a new employee record.

### 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, financial, or payroll check information. Secure, flexible direct deposit provides multiple disbursement options without increasing your overhead costs.

### Make pay day convenient for your employees

Provide employees with fast, reliable, and confidential direct deposit of payroll checks with the optional Payroll Direct Deposit component.

### 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.

### Easily comply with government requirements

Produce government reports and other tax statements with little additional administrative cost or trouble, and submit reports electronically or in printed form.

StarGarden Payroll is specifically designed to handle complex payrolls, payables, retro pays, year-end tax documents and records of employment.

- ▲ Concurrently run any number of payrolls (weekly, bi-weekly, semi-monthly, monthly, quarterly). Employees can be in multiple payrolls and can even be in multiple companies in multiple countries. Year-end and tax issues will be handled automatically.
- ▲ Unlimited, user-defined earning codes, summarisation classes for earnings, benefits and deductions, payroll types.
- ▲ Unlimited user-defined summary periods (fiscal year, calendar year) and related quarters. Full summary history including life-to-date, year-to-date, quarter-to-date, month-to-date and pay period for all transactions.
- ▲ Detailed or summary time entry, distributed data entry. Default time generation (automatic pay) or generate pay from detailed employee schedules which can include overtime and premium pay.
- ▲ Maintenance of full detailed transactions for as long as required.
- ▲ Validation reporting for standard errors (missing or excess time, etc.).
- ▲ One time adjustments for earnings or deduction/benefits.
- ▲ Unlimited tracking of absences can be tracked in detail through definition of absence

location of some or all

Code	Date	Pay Period	Allocated Period No	Year No	Hours	Rate	Amount	Units	Action
Vacation In (VACI)	2002-11-30	0211	0211	2002	10.00	18.0000	180.00		In
Vacation In (VACI)	2002-12-31	0212	0212	2002	10.00	18.0000	180.00		In
Vacation In (VACI)	2002-12-31	0212	0212	2002	-10.00	18.0000	-180.00		In
Vacation In (VACI)	2002-12-31	0212	0212	2002	10.00	18.0000	180.00		In
Vacation In (VACI)	2002-01-31	0201	0201	2002	10.00	18.0000	180.00		In

- ▲ Detailed and accurate changes including position
- ▲ Employees can be in multiple positions in multiple companies and even multiple countries. Any number of payrolls can be run simultaneously.
- ▲ Easily produce special pays for bonuses, retro pay, and quick pays ..even while other payrolls are running. Easily produce check replacements, reversals, etc.
- ▲ Detailed, user-managed tax tables (specialized for each country). When an employee works for multiple companies, even in multiple countries, StarGarden Payroll produces the correct year end reports.

### 100% browser-based

Rich browser interface with automatic searches and draggable windows. Deploy StarGarden in any combination of local area network, intranet and internet.

### Reporting

Powerful parameter driven reporting options with screen, PDF and Excel output options and re-callable report scenarios.

### Seamless integration

Seamlessly integration with other StarGarden HR Suite modules. Integration can be extended to your other applications.

### Security

Role/Position based access and security.

### Data inheritance

Automatic data inheritance of position and agreement data to the employee in position level

### Date effective

Fully event-driven and date-effective with before/after image of data changes. All transactions are auditable in full detail.

### Expert knowledge

StarGarden is a human resource and identity management specialist. We really understand your issues. Ask our customers!

- ▲ Flags attached to the compensation code and benefit code controls which pay/benefit transactions are processed and which transactions should be accrued for the days accrual process.
- ▲ Optional prorating of employer benefit costs to the employee cost centers worked. Prorating of employee benefit costs can be based upon either hours or dollars.
- ▲ Optional fixed percentages for prorating wage expense to multiple accounts where the percentage is associated with each job.
- ▲ Payable liability for employer benefit costs is maintained separately from the deduction liability of the employee (even though they are usually payable to the same provider).
- ▲ An unpaid days accrual process (using the Accrual Method that averages costs based upon the previous two pay periods) creates the journal entry required for end of month processing where a pay period straddles a month end.
- ▲ Reversal of the unpaid days accrual in the subsequent pay period is automatically provided for in the general ledger interface.
- ▲ Leave transactions are picked up in the general ledger interface.
- ▲ Leave balance adjustments are performed for leave being withdrawn at current rates (which could lead to negative dollar balances in the bank when drawn down to zero in the absence of adjustments to bring the leave liability balances up to current rates).
- ▲ Arrears processing sets up employee receivables for deductions being paid for on the employees' behalf and for the drawing down of these receivables in subsequent pay runs.
- ▲ Permanent detail, summary and accrual files.
- ▲ Detail, summary, unpaid days accrual and accrual reversal audit reports can be reproduced on demand.
- ▲ Error checking for missing accounts on tables and invalid employee-position records that include no requirement to reset the interface prior to re-running the process.
- ▲ A general ledger reset process facilitates recovery for transaction data correction.
- ▲ Automatic year end processing.

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