PayMaster users -- wait'll you see the improvements we've made for you!

We're proud to announce our latest release of *PayMaster*, Version 6.0, which, we think you'll agree, contains many great features. Version 6.0 will automatically be sent to all on auto update. If you're not on auto update, please see page 10 for the order form and prices.

And, as you'll notice in the lower right corner -- we've got another version of *PayMaster* with many **Xtra** special features. See pages 5-7 for the new special features included only in *PayMaster* Ver. 6.0 **Xtra**. The white insert contains a detailed list of features for *PayMaster* 6.0 **Xtra**.

What will Version 6.0 do for you? It will:

√ Save you money when your wage or overtime rate goes to three decimal places (e.g. minimum wage with tip credit $2.125), because *PayMaster* has three-decimal pay rates -- no need to round up.

√ Save you time -- process all your select checks at one time. And, have the option to skip the miscellaneous deductions.

√ Handle your adjustments easily. Void and select checks offer much greater flexibility and a superb audit trail.

√ Help cash flow. Void checks included in next payroll's FTD report, so you don't overpay your federal tax deposit.

√ Avoid penalties. Include select checks in your next payroll's federal tax deposit.

√ Avoid threatened penalties if you have employees residing in multiple states. Print each state's withholding ID on the appropriate W-2s. And, print only one W-2 per employee, no matter how many divisions that employee works in.

AND MORE -- see page 3 for additional features.

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PayMaster Version 6.0 Xtra

An **Xtra** special version
of *PayMaster* 6.0!

Perfect for our clients with very large payrolls, cafeteria plans, job costing and highly diversified payrolls; and for large restaurants, hotels, resorts, and payroll services.

Features **general ledger accrual**, **check history file, three levels of jobs/depts instead of one**, and much more. See pp 5-7.

Please see page 10 for the order form and price list.

State withholding changes

AZ   Rates increase to 10%, 20%, 22%, 28%, and 32% of federal tax withholding.

IN   Effective 4/1/92, several counties have new withholding.

MD   New tables, effective 7/1/92. Percentages and dates vary from county to county. Some new rates are in effect from **1/1/92** to 12/31/94.

Effective 7/1/92, IRC 125 **cafeteria plans** are no longer considered wages.

NY   NY State & City of Yonkers tax tables adjusted to reflect 1992 federal exemption amount of $2300, eff. 7/1/92.

PA   Withholding decreased from 3.1% to 2.8%, eff. 7/1/92.

RI   Revised percentage method table effective immediately.

VT   Effective 4/15/92, new percentage tax tables.

[Call for tax table order form.]

Unemployment

MA   Taxable wage base for unemployment increases to $10,800, **retroactive to 1/1/92**.

TN   Effective 4/14/92 **allocated tips, employee 401(k), and IRC 125 cafeteria plans** are taxable for unemployment.

Minimum Wage

NJ   Increases to $5.05 4/1/92.

Magnetic media quarterly unemployment tax returns

CO   Required for all electronic filers.

All of the following states require mag media quarterly unemployment tax returns if you will have 250 or more state W-2s:

CT	MI
DE	MN
ID	MS
IL	NY
LA	OR
MD	WI

But, these two states do **not** allow you to file quarterly mag media unemployment tax returns:

HI   VT

Just in case

If you have enough hard disk space, keep your previous version of *PayMaster* on your computer in case an employee requests a copy of last year's W-2.

FYI

One of *PayMaster*'s users was audited by the U.S. Department of Labor and told to pay back shortages deducted from employees' paychecks because the deduction brought them below minimum wage. It's best to get cash from employees to cover shortages.

PayMaster Version 6.0

See page 10 for order form and prices if you're not on auto update.
See white insert for features of *PayMaster* Version 6.0 **Xtra**

NEW FEATURES [1]	BENEFITS
Pay rates out to three decimal places.	Save money when wage or overtime rate is three decimal places (e.g. $2.125 instead of rounding up to $2.13.)
Option to withhold federal taxes at flat rate of 20% on additional income.	If additional income is not the same each pay period, this is more accurate.
Adjustments to all earnings, income & taxes:	Adjustments incorporated into the next payroll's totals, so you know your actual state and federal tax deposits for the period, and have your true MTD, QTD, YTD figures.
→ Unlimited select checks. Can resume select check. Option to respond *no* to "Calculate misc deductions?"	Handle adjustments easily at any time. Save time -- process all your select checks at one time. Prevents double deductions.
→ Precheck register can include previous select checks. Incorporated into FTD report.	Avoid penalties. Make correct federal tax deposits.
→ Void checks appear on next pre-check register. Incorporated into FTD report.	Save money -- don't overpay on next federal tax deposit.
Transfer register that can be printed as part of pre-check register.	Get true labor cost and/or report to enter in your GL program.
New register format #6 that shows each additional income and each misc deduction.	Save time. Easier to double check payroll prior to finalizing.
A different state withholding ID for each tax code that will appear on the employee's W-2.	Avoid penalties for incorrect state IDs on W-2s with employees in multiple states.
One W-2 printed for each employee, no matter how many divisions the employee works in.	Save money on W-2 forms and postage.
Weeks and hours worked computed for state reports according to your state's regulations.	Save time -- accurate state reports without any computations required.
New check (laser or pin-feed) with larger check stub, showing each deduction and income amount. See check illustrated on page 4.	Eliminate many employee questions about checks. Show employees results of pre-tax income & deductions.
Five deduction fields that can be pre-tax. [Previous versions of *PayMaster* allowed two of the five to be pre-tax.]	Save money for your employees; shelter their taxable income if you have an IRS-approved cafeteria plan. Stay competitive in the job market by offering better benefits.
Separate holiday pay field.	Show employee on pay stub that he's been paid for holiday. Shows non-productive labor to get true cost of employee benefits.
Different divisions within same company that can have different addt'l income and deduction fields/responses.	Allows different types of cost center in one company. Don't have to be treated as separate companies with manual calculations for unemployment.
NEW FEATURES OF VERSION 6.0 cont'd	BENEFITS

[1] All features of *PayMaster* 6.0 are included in *PayMaster* 6.0 **Xtra**.

Larger batch screen: Tipped format one's first screen has units for pos 1, 2, 3; cash & charge receipts and cash & charge tips. Tipped format two's first screen has units for pos 1, 2, 3; OT units for pos 1 and 2; tips & receipts. Non-tipped format's first screen has reg units and OT units for pos 1, 2, 3; units & rate for pos 1 misc. The second screen for all three formats has units for addt'l income 1 and 2, holiday, vacation, sick.	Save time. Much faster input; enter more items right on batch screen rather than via "make corrections" or on interactive screen.
Separate GL account numbers for holiday/vacation/sick pay, rather than prorated among departments.	Gives you true labor cost and employee benefit expense. Save time by not having to manually subtract these.

PayMaster offers a new check with a larger check stub (available laser or pin-feed), showing each deduction and income amount. (Call for new check order form.)

79-character message

Position names

Pay rates to 3 decimal places

New holiday pay field

Cash & charge tips & receipts shown separately

Total income, as well as taxable W-2 income

Upper/Lower case words are changeable by user.

If YTD amount is zero, item will not print.

Primary Care...Dominion Electric...Woodloch Pines...
Zarder's Restaurant...Anita's Restaurants...Wiygul Automotive...

You've got your wish list -- PayMaster 6.0 Xtra!

Here are 15 special features you get with PayMaster Version 6.0 Xtra*:

1. Accrual amounts on the Payroll Transaction Register.

   Save time by not having to manually calculate each accrual. When you print the transaction register for a payroll that spans two months, *PayMaster* asks how many days belong in the previous month. Your register shows an adjustment column, which has the amounts to debit/credit in your reversing journal. Then, in your general ledger, process "reversing journal."

   Point to adjustment column in far right.

   Point to dates 12/20/91 through 04/01/92 in heading

2. The Check History Report can be printed for any range of employees, for any range of dates, including previous year. You're limited only by the amount of hard disk space. You choose when to delete data (by date).

   Save time in preparing social service reports: child support, welfare, food stamp, garnishment reports; unemployment office requests, mortgage verifications.

no pointing needed for this one

3. Three more additional income fields (for a total of five). Breaks out income precisely for proper tax liability.

    Save time. Handle all additional income for your employees without having to do manual calculations: fringe benefits such as company car; life insurance premiums on coverage over $50,000; third party sick pay.

4. Four more deduction fields (for a total of nine), each of which can be pre-tax.

    Save money for your employees; shelter their taxable income. Stay competitive in the job market by offering better benefits to your employees. If you have an IRS-approved cafeteria plan, your employees will have less deducted from their paychecks, even if they pay a larger share, because cafeteria plan deductions are not taxable to the employee. Save employer money also on FICA, FUTA, and sometimes SUTA.

no pointing needed

5. Department summary can be printed by department (showing department and classifications totals) or by job title, showing job title totals.

    Department summaries are printed for units worked, wages, additional income units/amounts, wage adjustment, tips, gross income excluding tips, gross income including tips, taxes and deductions.

    Department

    Classification

6. Bank reconciliation.

    → Mark checks that have cleared the bank and print a list of outstanding checks to speed up bank reconciliation.

no pointing needed

7. Three levels instead of one (department, classification, job).

→   See the true cost of your departments (F&B, maintenance), by classification (restaurant, bar, nightclub), and by job (cook, wait staff).

8. Unlimited number of companies (up from 10 in regular *PayMaster*).*

→   *PayMaster* expands to meet your needs. If you're a payroll service, you can process multiple companies.

9. Works on Novell NetWare 386 network allowing processing of more than one company at a time.*

→   Speed up processing; save disk space. If you're a payroll service, you can have more than one person processing payroll at a time, each working on a different company.

10. Up to 50 divisions (from 30 in regular *PayMaster*); up to 5,000 (from 3,000) employees per company per year. Additional employees possible.

→   You don't have to change programs as you expand.

11. Void any specific check, by check number, for entire year.

→   Handle adjustments from current or prior periods. Eliminate keying errors when voiding checks.

12. YTD Compensation Report.

→   Save time -- no manual calculation needed for 401(k) plan information for individual employees.

13. State's Local Withholding Tax Annual Reconciliation Report (used by KY, OH, PA)

→   Save time -- no separate calculation needed to prepare your state's local tax reconciliation report.

14. Check register for entire year -- print by range of dates.

→   Provide a good audit trail. Register shows void checks immediately following original check.

15. Employment Eligibility Verification (I-9) Form *y/n* field for each employee.

→   Save time -- easily track those employees for whom you have no I-9 form by printing the I-9 exception report.

* You pay a licensing fee based on the number of companies.

Q&A

Q. When I print a Workers Comp report, I don't get any information -- just the title of the report. What's wrong?

A. You probably didn't enter workers comp codes for each employee. There's a different rate for each category. Enter the workers comp codes on the division screen, and for each position on the employee screens. The report will then calculate the total dollar amount for each category for your workers comp insurance, **taking into account the overtime credit**.

Q. I want to give my employees vacation and sick leave, and accrue a certain amount. How does this work?

A. *PayMaster* allows you to accrue vacation and/or sick leave for any individual employee -- by the hour worked or by the pay period. In each employee's file (Display/Employee), enter the amount to be accrued in the Sick rate (acc) and/or Vacation rate (acc) fields. If the amount you enter is .2 or larger, *PayMaster* will accrue that many units per **pay period**. If the amount is less than .2, *PayMaster* will accrue that many units per **unit worked**.

  Example: An employee is given one week's vacation (40 hours) per year. He is paid weekly, so the accrual rate would be .77 (40 hrs ÷ 52 wks). Since this is greater than .2, *PayMaster* will accrue .77 of an hour **each pay period** and this amount will be added to the employee's accrued vacation time in his YTD payroll file. At the end of one year, he will have accrued 40.04 hours (.77 hours per pay period x 52 pay periods = 40.04 hours). When the employee takes leave, record the hours taken as you process payroll. Those hours appear in the "used" field in the YTD payroll file. If there's not enough leave (difference between accrued and used), *PayMaster* alerts you during payroll processing.

Q. I've noticed a separate "Advances" field in the employee file and payroll file. What is this used for?

A. If you give employees large advances to be repaid over time, *PayMaster* will track that advance and its repayment if you use the separate advance

field. Use Calculate/Select/Straight to issue the advance check (with no deductions) to the employee. This will automatically enter the advance amount in the employee's YTD payroll file. Handwritten check? Just enter the advance amount in the employee's YTD file via Display/Payroll. Then, go to the employee screen and enter the amount to be withheld each pay period from the employee's pay. When you process payroll, this amount will automatically be deducted until the advance is repaid. If no amount is entered on the employee's screen, the maximum amount available is withheld until the advance is paid.

Did you know?

You can use ALT/W to temporarily change the withholding period during payroll processing on the interactive screen or via "make corrections". It's useful if you are paying vacation leave in addition to payroll. ALT/W, choose the tax period, and re-enter units worked to recalculate taxes.

You can save time choosing a menu item by pressing its first letter. If it's the only menu item beginning with that letter, it takes you directly to the submenu. If there's more than one menu item beginning with that letter, press ◄┘ once your cursor is on it.

User spotlight

"PayMaster is the ONLY payroll program that I ever found that correctly handles overtime when an hourly employee receives commission. Not doing this correctly cost a colleague over 400 man-hours and $12,000."

This issue's spotlight is on Oscar Wiygul, one of the first users of *PayMaster*, who was instrumental in developing the idea for the divisions version of the program.

Oscar owns and operates, along with wife Sue and sons Oscar, Jr. and Bill, Wiygul Automotive Clinic and Lane Automotive & Repair in Alexandria, VA. Fifteen years ago, Oscar and Sue started their own business, Wiygul Automotive Clinic, and then acquired a Mobil, a Chevron, and two Sunoco gas stations. Five years ago, they sold the four gas stations and acquired Lane Automotive, and have now affiliated the two clinics with Goodyear.

Oscar and Sue Wiygul

Like any successful partnership, the responsibilities are split up: Sue manages the money; Oscar processes payroll and prepares the profit & loss statements; and Bill and Oscar, Jr. manage the operations of the two clinics.

Before going into business for himself, Oscar worked for a company that provided full accounting and tax services to its clients, using a Burroughs mainframe to process payroll. So, he had a good idea of what to look for when it came to payroll processing for his own companies.

In 1985, after doing payroll manually, Oscar researched a number of programs. One of his criteria was correct calculation of overtime for hourly employees who receive non-discretionary commissions.

Telephone Support Hours

Monday - Friday

9:00 a.m. - 7:00 p.m. EST

"I had learned about this overtime calculation when a colleague of mine was audited and three years' tax returns were adjusted to include the higher overtime pay rate. Back wages had to be computed and paid to all the mechanics, corrected W-2s issued and filed, corrected 941s filed, 1120 tax returns amended and penalties paid. It cost him over 400 man-hours and $12,000 dollars."

"When I first looked at *PayMaster*, this calculation wasn't in it, but Computer Aid researched and redesigned the program to meet this federal wage & hour law requirement. Their willingness to make changes convinced me that this was a good company with which to have a long-term relationship. They didn't lie or cover up, and were honest. These are people you like to work with."

"PayMaster is the ONLY payroll program that I ever found that correctly handles overtime when an hourly employee receives commission. I told my colleague with the penalties and now he too uses *PayMaster* to do his payroll!"

The Wiyguls offer their employees a cafeteria plan, so Oscar was eager to start using *PayMaster* 6.0 **Xtra** with its five additional income and nine pre-tax deduction fields.

Oscar says "*PayMaster* is superior in every way. It's very user-friendly and in full compliance with federal and state tax laws. It's the best software program I ever used."

Oscar's colleague is not alone.

A department store and a supermarket chain are two of the companies that incurred penalties for not including non-discretionary bonuses or commissions in the base for overtime rate.

Price List for PayMaster Upgrading If you have any questions, please call 800/327-4AID.			**Divisions option and non-tipped version available. Call for price information.**	
	PayMaster 6.0		*PayMaster* 6.0 **Xtra**	
Current version of *PayMaster*	On Support	Not on Support	On Support	Not on Support
Auto update users	n/a	n/a	$750	$1,000
Version 5.6	$150	$300	$900	$1,300
Version 5.5	$300	$450	$1,050	$1,450
Version 5.45	$450	$600	$1,200	$1,650
Version 5.44	$600	$750	$1,350	$1,750
Version 5.03 or 5.23	$850	$950	$1,600	$1,950
New users		$2,500		$4,000

Order form for PayMaster Version 6.0 or 6.0 Xtra

Current version of PayMaster: Tipped version? (y/n) Direct deposit option? (y/n)? Number of divisions?	[ ] Check enclosed [ ] send COD *All orders must be prepaid or COD.*
Serial number: #	Diskette size: [ ] 5 1/4" [ ] 3 1/2"

__ Version 6.0 __ Version 6.0 **Xtra** Price from list above	$
Send me the divisions option for my program, for up to __ divisions	$
Annual Telephone Support, Auto Update, or both (see March 1992 BLUE PAGES for prices)	$
All orders: Shipping and handling ($15; Alaska & Hawaii $20)	$
COD charge $5.00	$
VA residents add 4.5% sales tax	$
TOTAL	$

SHIP TO: Name
Company
Street address
City/State/Zip
Area code/telephone

Computer Aid Corporation
P.O. Box 1074
Vienna, VA 22183
800/327-4AID

PayMaster Version 6.0 Xtra

Computer Aid Corporation's newest release

A detailed listing of its Xtra special features

TAX RETURNS & REPORTING

- Prints 941, 940, FTD.
- Prints state unemployment reports on plain paper and pin-feed forms; W-2s on pin-feed, laser, or self-mailer forms.
- Prepares mag media W-2s and state unemployment reports.
- Allows review of W-2s before year-end or before printing on actual W-2 forms. Prints on plain paper as many times as you want.
- True multi-state reporting.
  - √ Supports mag media, scannable reports, and special formats.
  - √ Computes obligations and deductions based on wages, hours, or calendar weeks.
  - √ Accommodates employees who work in more than one state, e.g. SUTA.
  - √ Accommodates employees who move from one state to another, e.g. withholding.
  - √ Automatically assigns correct state ID to mag media or paper W-2s.
  - √ Handles special state reports, including AZ UC-020, CA DE 3B, NC NCUI, NJ WR30, OH UCO-2QRS, TN DES 220.5 ES 0318, TX TEC-4, WA L&I, WI UC-7827, plus special format on plain paper for AK, CO, IL, MN, PA, and VA.
- Prints quarterly reports and allows adjustments for current or previous quarter.
- Captures and reports worker's compensation information by category.
- Reconciles actual to calculated OASDI, Medicare, and SDI.
- Prints 8027 -- Annual Information Return of Tip Income and Allocated Tips.

GENERAL LEDGER

- Prints payroll transaction report. Prepares file to be brought into CharterHouse and selected other general ledger programs.
- Gives you the accrual figures for the previous month to use in reversing journals.
- Supports expense allocations by department.
- Breaks out direct and indirect labor.

DATA COLLECTION

- Supports data collection through time clocks, smart cash registers, and batch manual entry with hash totals for data verifications.
- Imports Lotus files.
- Prepares an employee input worksheet with blanks for the information (hours, receipts, tips, etc.) necessary to process payroll.
- Prepares time card and address labels.

PINPOINT CALCULATIONS

- Calculates rates out to three decimal places.
- Allows use of default earnings rate for three positions and two of the five additional incomes, plus vacation/holiday and sick; easy override of default.
- Features automatic pay option for salaried employees.
- Allows weekly, biweekly, semi-monthly or

monthly pay period by employee, with option to change for individual employee during payroll processing.

- Supports multiple pay rates for same person (three regular and three overtime, three miscellaneous, five additional, vacation, sick and holiday).
- Supports five additional income fields which are user defined for tax withholding and W-2 amounts.
- Supports piece rates, commissions, bonuses, travel time and shift differential.
- Handles reported cash and charge tips, tip credit and tip allocation.
- Provides for meals, uniforms and other allowances.
- Handles fringe benefits, e.g. company car.
- Calculates 401(k) tax requirements per state.
- Supports multiple state and local tax calculations simultaneously.
- Accrues vacation and sick leave by the pay period or hour, and tracks it as it is used.
- Alerts you when there is insufficient vacation or sick leave to pay.
- Allows for manual entry of vacation and sick accruals and advances.
- Recalculates overtime pay rate as you give non-discretionary bonus or commission (used by department and grocery stores, auto repair companies).
- Allows different cost centers to be processed separately or together [divisions option at additional cost].

TAX TABLES

- Includes built-in federal, all 50 states and many municipalities.
- Are updated as often as the state tax laws change.
- Can be defined/changed by user.

DEDUCTIONS

- Has deductions for all taxes including state disability & withholding, city or county taxes.
- Deducts cash and/or charge tips if not included in net pay.
- Accommodates up to nine miscellaneous deductions per check, all of which can be pre-tax, e.g. meals. Plus separate advance field.
- Supports cafeteria plans with tax ramifications per state.
- Tracks advances and deducts paybacks by fixed or maximum amounts.
- Has two deduction fields that can be used to deduct either a percentage or dollar amount per pay period with a maximum dollar amount withheld per month or per year.
- Has one deduction field that can be based on hours worked, rather than pay period.
- Supports additional deductions of fixed dollar amounts for federal and state withholding.
- Prepares deduction register.

CHECK PRINTING

- Supports laser, dot matrix, impact and line

printers.

- Accommodates pre-printed or blank check stubs.
- Accommodates batch or individual check printing.
- Prints check stub with current, YTD, and complete breakdown of all taxable and non-taxable income and benefits (units and rates, especially overtime).
- Identifies checking account in general ledger report.
- Reprints selected checks.
- Prints net pay amount in words.
- Automatically voids test print check(s).
- Prints check register.
- Allows 79-character message on paycheck stubs.
- Accommodates direct deposit & prints report (allows employee direct deposit of entire paycheck, or partial into savings, IRA) [separate option at additional cost].
- Handles laser check printing (prints entire check, including bank account numbers and codes, on special check stock) [separate option at additional cost.]

ADJUSTMENTS

- Voids any check, and automatically adjusts all earnings, taxes, deductions, their associated reports and returns and payroll amounts which apply (MTD, Last Quarter, QTD, YTD).
- Allows hand-written, special and voided checks to be entered so the data is included in the employee's pay files and adjustments are made to all appropriate earnings, taxes and deductions. Prints a select and void check register.
- Supports processing of select checks, one or an unlimited number at a time.
- Includes voids and selects in next payroll's earnings, taxes, deductions, and payroll amounts, including FTD report.
- Pays wage adjustment if tipped employees makes less than minimum wage after tip credit and meal credit are applied.

RESTAURANT FEATURES

- Calculates overtime for tipped employees using the correct tip credit.
- Accommodates banquet/catering wages and tips.
- Allocates tips using either gross receipts or hours on a per pay period or annual basis.
- Prints a tip report each pay period and an 8027 annual report at any time.
- Distinguishes tip types -- directly tipped, indirectly tipped, non-tipped, and exempt -- and properly allocates, withholds and reports on each type.
- Tracks uncollected deductions, taxes, and OASDI/Medicare to ensure employer contributions and payments are correct.

HOSPITALITY FEATURES

- Incorporates all restaurant features.
- Reports payroll totals by department or job title. Example: departments (rooms, maintenance,

F&B), classifications (front desk, coffee shop, nightclub, fine dining) job titles (waiter, bartender, payroll clerk)
- Handles tips for valets, bellhops.
- Prints union reports.
- Allows for easy adjustments (void and select checks) to comply with union rules.
- Allows use of lodging benefit through an additional income field.

> PayMaster is available in a tipped or a non-tipped version.

MISCELLANEOUS MANAGEMENT REPORTS

- Lists employees by name or code, or within departments by name or code.
- Prints most reports for Current Period, MTD, Last Quarter, QTD, YTD.
- Prints reports to the screen or to an ASCII file, as well as to a printer. ASCII file can be printed from *PayMaster*'s Utility menu.
- Prints reports from history or current data.
- Exports a Lotus file after checks are printed. Contains check number, date, net pay, employee code, last name, first name; regular, OT, miscellaneous, additional 1 through 5, vacation/holiday, sick pay; wage adjustment, receipts, tips; OASDI, Medicare, federal, state, local taxes withheld; miscellaneous deductions 1 through 9; misc bank and savings for direct deposit; SDI withheld, earned income credit.
- Prints lists for phone, birthday, anniversary and date of last raise.
- Prepares a pre-check register for current period. Can also show MTD, QTD, or YTD.
- Prepares a check history for any user-defined period or employee range.
- Prints labor reports by units (regular, overtime, miscellaneous), wages, costs and non-productive (vacation, sick, holiday).
- Prints hotel union reports.
- Prepares QTD, YTD earnings report.
- Supports costing by department, job classification.
- Prints list of job titles, showing classification and department to which each belongs.
- Prints I-9 exception report to show employees for whom you have no Employment Eligibility Verification (I-9) Form.
- Prints payroll report showing: Regular, OT, miscellaneous income; minimum wage adjustment; additional income 1 through 5, holiday/vacation, and sick pay; gross receipts, allocated tips, tip credit, tips included in net, tips reported (cash & charge); OASDI, Medicare, federal, state, local taxes withheld; miscellaneous deductions 1 through 9; advances, SDI, misc bank & savings for direct deposit; federal W-2 total, earned income credit, net pay. Print detail or summary for all employees, active only, inactive & deleted, or select employees.
- Prints employee report (for all employees, active only, inactive & deleted, or select employees).
- Prints department summaries showing units, wages, additional income units/amounts, wage

adjustment, tips, gross income including tips, gross income excluding tips, taxes and deductions.

- Prepares Workers Comp Report, printed by workers comp code. Overtime surcharge deducted.
- Prints Deductions Paid/Owed, Taxes Paid/Owed Reports. Taxes paid prints by state tax code.

EMPLOYEE FILE AND UNLIMITED HISTORY MASTER FILE

- Maintains free form comments.
- Captures termination dates.
- Includes in employee file: code, name, address, social security number, hire date/end date, tax withholding information, deductions, date of birth, pay frequency and type, tip status, vacation/sick accrual, date of last raise, division, department, classification, job title, and pay rate for each of three positions.
- Prints check history by range of employee or by range of dates. Includes check number, check date, gross wages, tax withholding, misc deductions, reported tips, net pay.

SYSTEM FEATURES

- Provides up to three levels of password protection.
- Allows eight-character alpha/numeric employee code.
- Handles up to 5,000 employees per company (larger number available).
- Allows for up to 10 companies with basic license, and a larger number for an additional licensing fee.*
- Features access to employees by code or name or within department by code or name.
- Prints reports sorted by code, name, department or classification.
- Allows on-line employee check history inquiry by user-defined period.
- Features easy check reconciliation by just canceling check number. Prints list of outstanding checks.
- Mass updates employee records during payroll processing.
- Supports networks, allowing more than one person at a time to work with *PayMaster*, working on different companies.*
- Supports multiple divisions (multiple cost centers, in same or in different states). [Divisions option at additional cost.]

TIMELY UPDATES & SUPPORT

- Releases minimum of two program updates per year -- one mid-year, and one year-end which always includes revised W-2s.
- Makes available revised federal/state/ local tax tables on a quarterly basis.
- Features auto update (annual fee) to include

program and tax tables.
- Includes free subscription to quarterly BLUE PAGES newsletter for all registered users.
- Provides toll-free telephone support (annual fee).

* **YOU PAY A LICENSING FEE BASED ON THE NUMBER OF COMPANIES.**