



# HR Ledger

HUMAN RESOURCE ACCOUNTING

## Features of H R Ledger Payroll Administration Features

### Payroll Features:

- Paperless Payroll Option
- Digital signature printed on checks option
- Client logo printed on checks option
- Direct Deposit (up to 4 accounts)
- Manual Checks
  - i) Paycheck calculator for after hours
  - ii) Consultant available during office hours
- Check Memo
- Automatic Payroll
- Time Clocks w/ Automatic Timesheet Download
- Online Payroll Submission
- Annual Payroll Schedule

### Pay Types (Unlimited Combinations):

- Salary
- Hourly
- Overtime
- Double Time
- Shift premium
- Piecework
- Bonus
- Commission
- Per Diem
- Automobile Allowance
- Sick Pay
- Vacation Pay
- PTO Pay
- Holiday Pay
- Third Party Sick Pay
- Tips (cash & credit card)
- Tax Exempt Pay

### Payroll Deductions (Unlimited Combinations of one time, %, \$, etc.):

- Insurance (e.g., dental, health, etc.)
- Pre-tax and post tax
- Dependent care assistance
- Pension
- 401(k)
- Simple IRA
- Cash advance repayment
- Declining loan
- Union dues
- Garnishments

- Child Support
- Flexible Benefit Plans
- Union dues
- Charitable contributions
- User definable check ded. scheduling
- User definable deduction categories

### Tax Deductions:

- Total Tax Svc – report, file, pay
- Month, Quarter & Year End reports
- Advance Earned Income Credit (EIC)
- Employer taxes (Social Security, Medicare, Federal unemployment, State unemployment)
- Employee taxes as applicable (Social Security, Medicare, Federal Withholding, State Withholding, State Disability)
  - i) Option to withhold additional amount or fixed amount for both Federal and State
- Local taxes as applicable

### Multiple (Definable) Pay Periods:

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly
- Client may choose up to 3 different pay cycles

### Payroll Reports Received With Each Payroll:

- Tax deposit liability report
- Payroll register
- Special checks register (garnishments, etc.)
- Payroll unemployment insurance totals
- Department report
- Payroll worksheets for next payroll

### Optional Reporting:

- Certified payroll register
- Employee data reports
- General ledger summary
- Workers' Compensation Liability report
- Workers' Comp Classification report
- 401 (k) summary reporting
- New hire reporting

## **Features of H R Ledger Cont.**

- Cafeteria register
- Employee detail earnings report
- Sick/vacation accrual report
- Tips report
- Job cost report
- Labor distribution report
- Payroll timesheets for weekly, bi-weekly, semi-monthly
- Payroll timesheet labels
- Employee mailing labels
- Tip Credit Reporting

### Management Tools:

- Vacation accounting/accrual
- Sick time accounting/accrual
- PTO (Personal Time Off) accounting/accrual

- Customizable transmission of payroll information via e-mail.
- Mass employee updates
- General ledger reporting
- Electronic Time & Attendance

### Special Options:

- 1099 payments
  - i) Commissions
  - ii) Independent Contractors
- Third party vendor payments
  - i) Benefit Providers
  - ii) Pension funds
  - iii) Workers' Comp. Carrier

## **Benefit Administration Features**

### Eligibility:

- Apply Employee status rules
- Apply Dependent status rules
- Apply Effective date rules
- Apply Contribution rules
- Apply Participation rules
- Apply Out of State rules
- Rating period – renewals
- Apply Workers' Comp rules
- Apply COBRA mandate rules
- Connected with Payroll for Triggering
- Apply Life Change events
- Generate Current Eligibility
- Report Eligibility Changes and Conflicts

### Bill Reconciliation:

- Reconcile employer costs against carrier / provider bill
- Reconcile each employee charges

- Integrated Carrier bill payment

### Reporting:

- Total Compensation Report
- Benefit Election Summaries Confirmation of choices from data entered into system
- Census Report
- New Hire Report – For Broker

### Additional Services:

- Online enrollment/ESS
- Regulatory Change Notification Service - \*
- Document Tracking System
- Data Retention
- HR Management System - \*
- \* - Future Planned Feature

## **Compliance Auditing Features**

### Regulatory Compliance:

- Complete COBRA Administration
- Continuing Cal COBRA Tracking
- HIPAA Certification
- Exempt vs. Non-Exempt Employees
- Minimum Wage
- Pay Frequency
- Pay Cycle
- Pay Date
- New Hire Reporting
- Contractor vs. Employee
- Tip Credit & Minimum Wage
- Overtime Pay
- Itemized wage statements
- Maximum hours worked/week

- 1099 Reporting (new hire)
- IRS Tax payments
- State/Local tax payments
- Year-end W-2 Filing
- Year-end 1099 Filing
- Garnishments
- Workers' Comp Reports

### Benefit Vendor Compliance

- Eligibility Verification
- Enrollment Validation
- Participation Verification
- Contribution Verification
- Rate Verification