

Menu (F5)

This tab displays the main menu (left pane) and a list of your employees (right pane).

Employees (F7)

Use this tab to change employee personnel information such as address, withholding status, rate of pay, etc.

Voluntary Deductions (F10)

Enter pre-tax or after-tax deductions such as medical, retirement, advances, etc.

Secondary Jobs (F11)

For employees who consistently work more than one job, the additional job definitions are saved here.

Timesheet Earnings (F8)

Enter hours for each employee for the current payroll on this tab.

Add Employee

When adding new employees, the program will stop on each applicable screen.

Terminate Employee

This function will set the termination date; change the status of an employee; and inactive direct deposit, voluntary deductions, and non-timesheet earnings.

Change Employee Sort Order

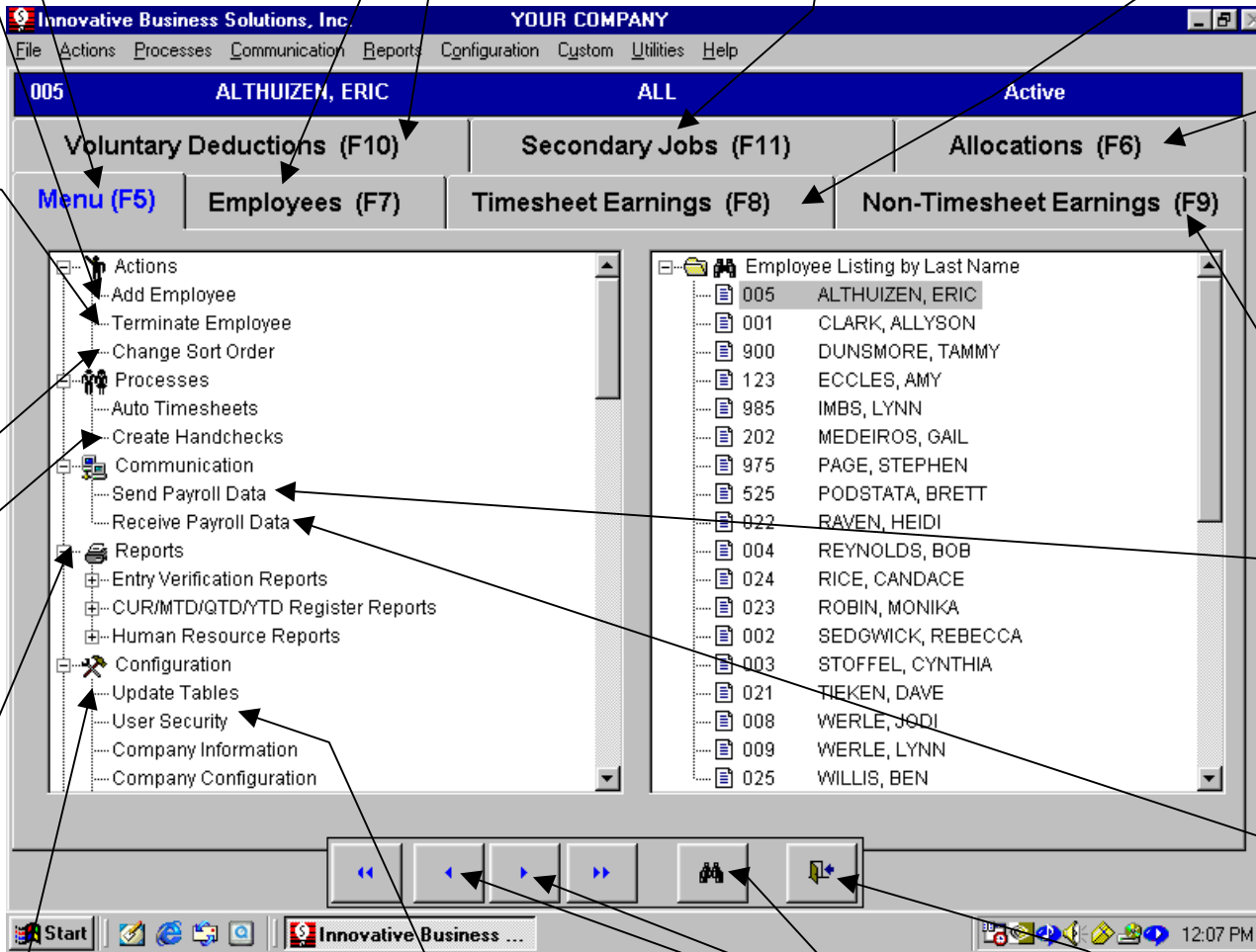
The sorting of employees may be by last name, department, division, location, etc.

Create Hand Checks

Record/Print hand checks for employees between payroll cycles or create "what if" checks. Saved hand checks are processed by IBS with the next scheduled payroll.

Reports (Alt-R)

Print, display, or send a report to a file. Reports are categorized as entry verification (pre-process), registers (post-process), and human resource. Print the appropriate entry verification report(s) before sending to IBS. Human resource reports are available for ad-hoc reporting.



Allocations (F6)

This function will distribute earnings between departments, jobs, or projects when they can be expressed as a percentage.

Non-Timesheet Earnings (F9)

For earnings that are a flat dollar amount, such as bonuses.

Send To IBS

Once you have entered and verified payroll data, invoke this function to send the data to IBS for processing.

Receive From IBS

Receive the updated payroll from IBS after the payroll has been processed.

Exit IBS Payroll software (Alt-F4)

Table Updates

Update user-defined tables for department, job, workers' compensation, project codes, etc. These tables are used for verification when entering employee and timesheet data.

Security System

The user access can be limited to specific menu options, screens, reports, and tables. For instance, a user can be limited to only viewing the rate of pay or restricted from seeing the rate of pay at all.

Find Employee (F2)

Next Employee (F4)

Previous Employee (F3)