



Infor ERP FACTS: Payroll

Payroll allows distributors to simplify, customize and streamline their payroll and check processes.

Payroll streamlines and simplifies the entire payroll process by pre-defining earning and deduction information. The system can be easily customized by defining parameters for earning and deduction categories, tax tables, departments and pay cycles. It maintains and tracks employee data for government reporting and tax purposes. The Payroll system supports and posts all checks and also maintains detailed worker's compensation information.

Automatic General Ledger Posting

The system can be configured to automatically distribute entries to specific General Ledger accounts. Earnings may be posted to the General Ledger based on department or on a breakdown by percentage of total earnings.

Government Reporting

For tax reporting purposes, a 941 Form can be printed for income tax withheld for payroll items. The 941 recap includes a daily total tax liability so that the IRS Schedule B can be completed. The 945 Form may be printed for income tax withheld for non-payroll items W-2 information can be captured and printed as well as captured to magnetic media for companies with over 250 employees.

Earnings Codes

Up to twelve weeks of codes may be used to represent earnings (such as regular pay, overtime pay, vacation pay, etc.). These codes can be set up for hourly earnings (such as regular time, overtime, time and a half, etc) or as codes not associated with hourly earnings (such as a bonus or commission).

➔ **KEY INQUIRIES:**

Period-to-Date
Quarter-to-Date
Year-to-Date Totals
History by Period
Check History
Pay Cycle Information
Deductions Balances

Multiple Departments allows payroll to be segregated by department for reporting and posting purposes for employees who work in multiple departments.

Multiple Branches of up to 100 branches can be accommodated. Payroll can be segregated by branch for reporting and posting purposes. Employees can work in multiple branches.

History allows users to maintain up to 24 periods of employee history – monthly, quarterly and yearly totals.

Deduction Codes with up to 6 tax codes can be used to represent required deductions including Federal, FICA, State, Local and 2 miscellaneous deductions. Up to 10 codes can be used to represent other deductions (such as insurance, 401k, loans, advances, etc.)

➔ **KEY REPORTS:**

Check History
Earnings % Distribution
Employee Period History
Matching Deduction
Worker's Compensation
Period Unemployment
Quarterly Unemployment



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