



Brochure

# Payroll and Time Track in Sage 100

Sage

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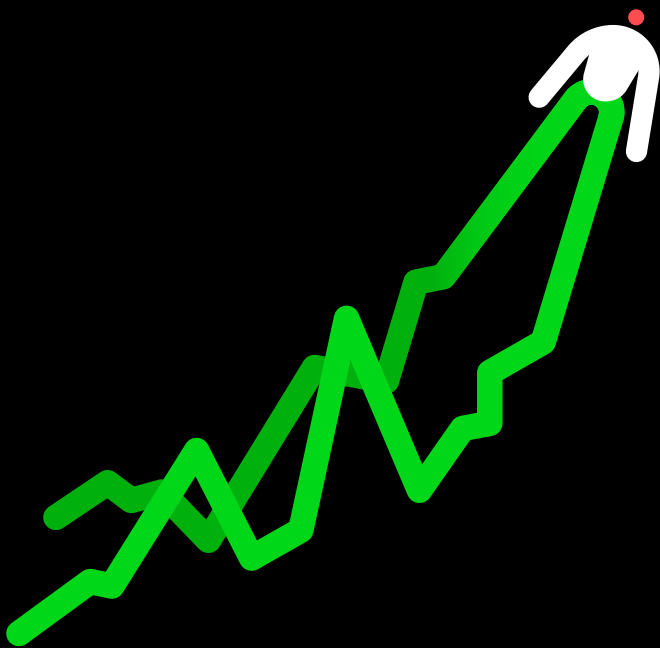
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# Overview

Paying people is one of the most important functions of any business. But it can also be complex and difficult to scale. Staying on top of constantly changing federal, state, and local tax legislation is time-consuming and error-prone, which is why many businesses opt-out of doing payroll in-house. But contracting payroll services out to a third-party means sacrificing integration. And a lack of integration with an accounting solution like Sage 100 can carry additional hidden costs like time spent on manual data imports/exports, reporting challenges caused by data silos, and the unnecessary duplication of effort as the same data needs to be entered and re-entered to support different accounting, management, and costing functions.

**What if it was possible to reduce payroll complexity through automation without sacrificing the efficiency, flexibility, and extensibility of an integrated payroll solution?**

# Sage 100 Payroll

Sage 100 Payroll is a feature-rich, integrated, secure, and cloud-connected solution for Sage 100 subscription customers. Built with the growing business in mind, Sage 100 Payroll automates key processes in ways that minimize error, increase efficiency, and reduce barriers to scale. Deep integration with Sage 100 means that data silos can be overcome and that you can customize Sage 100 Payroll to meet the unique needs of your business. Because it is cloud-connected, you can be assured that deductions are always calculated based on the most recent federal, state, and local tax legislation. Integrations to key business functions like Job Cost, Production Management and Time Track eliminates the need for duplicate data entry by importing labor transactions directly to the payroll module.

## Payroll Benefits

- Automate federal, state, and local tax table updates and payroll deduction calculations.
- Increase efficiency through streamlined data entry and tight integration with Sage 100.
- Support planning and reporting through integration with Job Cost, Time Tracker, and Sage Production Management modules.
- Easily customize your experience through modified screens, user-defined fields, dual entry grids and custom scripting.
- Automatically generate Certified Payroll Reports.
- Track pension account and benefit accrual.
- Stay up to date with the latest updates and enhancements independently of Sage 100.
- Save time and money through the Direct Deposit module.
- W-2 form e-filing with Federal and State eFiling Reporting.



# Payroll Features

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Multiple Departments	Assign employees to more than 1,000 departments and include departmental subtotals on reports. Post earnings and employer tax expenses by department to separate general ledger accounts.
Multiple Bank Accounts	Process paychecks for up to 36 bank accounts for each company. Automatically post payroll transactions to the Bank Reconciliation module.
Federal and State Taxes	Facilitate filing payroll tax information with Federal and State eFiling and Reporting features—electronic forms automatically populate information in the appropriate fields to save time and reduce errors. Automatically e-file W-2s and 1099s, print and mail forms to your employees, or go completely green with our fee-based e-filing service.
Security	Personally identifiable information (PII) is encrypted, and extra security precautions are placed on information considered to be highly sensitive. Create an additional level of security on a department-by-department basis. If an unauthorized user attempts to access a screen or report, a “NOT AUTHORIZED” message box appears.
Multiple Earnings	Distribute earnings to any combination of state, locality, department, job category, and Workers’ Compensation codes or to individual jobs with the Job Cost module.
Earnings and Deduction Information Tracking	Track earnings and deduction information on a monthly, quarterly, and annual basis for each employee. Inactive employee status allows easy tracking of seasonal employees.
Automatic Application of Earnings and Deductions	Automatically apply earnings and deductions to salaried and hourly employees who work a standard number of hours.
Multiple State and Local Tax Processing	Include earnings and appropriate taxes from multiple state and local tax jurisdictions on the same check and withhold unemployment deductions from a state other than the one in which an employee resides.
Manual Checks/ Check Reversal	Process manually written checks and reverse previously recorded checks. Up to ten separate checks per employee can be entered per pay period.
Efficiently Process Deductions	Automatically perform deductions utilizing Payroll Deduction Codes for 401(k) and Pension Plans, for regular, sick, and vacation earnings. Also make deductions using your choice of deduction methods, including setting deductions based on earnings type such as Based on Paid Hours, Pay Rate, Regular Plus Overtime, Percentage of Total Hours, and Percentage of Deduction Method. Deductions can be automatically recalculated based on changes in the earnings line during Payroll Data Entry.

# Payroll Features continued

Benefit Accrual	Automatically accrue and track vacation, sick time, and other designated benefits and print a Benefits Register for each pay period. Generate a Benefit Accrual Report for each employee at any time.
941 and Quarterly Pay Period Recap Report	Generate quarterly summaries of payroll wages and taxes per pay period and by department.
Payroll Expense and Tax Accruals	Update payroll postings to the general ledger based on the period when the work was actually performed. Allows you to post wage expense, tax expense, and accruals on a percentage basis and manually overwrite the calculated percentage.
Batch Processing	Process multiple payroll runs simultaneously.
Payroll Setup and Data Conversion Wizards	A guided user experience through the settings and data entry including employee records, taxes, payroll, and other options. Easily change department numbers, map existing tax codes to specified tax groups, create tax profiles, and map invalid filing statuses to those used in the tax calculation.
Management and Tax Reports	Create quarterly and annual reports providing information on earnings, deductions, vacations, sick time, other benefit accruals, employee and employer taxes, and Worker's Compensation amounts.
Direct Deposit Module (optional)	Add the Direct Deposit module and generate entries, process your employee paychecks, and produce an Automated Clearing House (ACH) file to be routed to your specified financial institution. Employees can view information using the self-service viewer and choose to split disbursements between multiple accounts based on fixed dollar amounts or percentages.

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# Time Track

More than an automated timecard system, the Time Track module for Sage 100 is a powerful and flexible addition to the Payroll and Job Cost modules. Enter employees' timecard data on any schedule desired, then hold this information until you are ready to run your next payroll. The Certified Payroll Report feature allows you to flag labor codes and job numbers, then generate reports for submission to most government agencies. Time Track also provides you with a convenient time clock component—adding even more functionality and flexibility to your Sage 100 solution.

Use this module to enter your employees' timecard data on any schedule desired (daily, weekly, and so on) without affecting the payroll data entry files. When you are ready to run your payroll for the pay period, the entries are transferred to Payroll Data Entry from Time Track automatically. You can even give an employee a raise in the middle of a pay period without issue. Time Track stamps each entry with the employee's current pay rate and maintains the old rate for existing entries, then applies the new rate to the next entry.

When used in conjunction with the Job Cost module, a job number and cost code may be specified, and information may be posted to Job Cost independently from Payroll. This provides you with up-to-date job cost information without having to wait for the next pay cycle.



# Time Track Benefits

- Secure access to protect sensitive data.
- Track vacation, sick leave, and more.
- Enter memos in Time Track Entry for each day worked.
- Tight integration with Payroll.
- Time clock time entry program.
- Updates Job Cost labor without running payroll.
- User-defined shifts.

With the use of Microsoft® Power Automate, your Azure access and Sage 100 web APIs including an available template, time track can quickly be deployed as a mobile time collection application for mobile devices such as smart phones or tablets, integrating your time collection with anywhere, anytime access.



# Time Track Features

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Certified Payroll Reports	When you integrate Time Track with the Job Cost module, you can generate certified payroll reports suitable for submission to many governmental agencies. This virtually eliminates the manual reporting process and allows you to flag labor codes and job numbers to participate in certified payroll reporting.
Simultaneous Data Entry	Multiple operators can perform data entry (with optional password control) at the same time, enabling you to increase efficiency and provide tremendous convenience to your payroll staff.
Integration with Payroll Employee Master File	Time Track enables you to pull employee defaults for earnings codes, labor codes, workers compensation, state worked, department worked, and more, from the Payroll Employee Masterfile during data entry.
Track by Job Number and Cost Code	When used in conjunction with the Job Cost module, you can track up-to-date costs associated with a specific job without having to wait until the end of the pay cycle, so job billings don't have to wait until after payday.
Smart Time Fields	These fields allow you to record time-in and time-out, and track elapsed time automatically, deducting for break and lunch times where appropriate.
Time Clock	Automatically collect attendance data for use in comprehensive time and attendance reporting. Time Track also allows employees to change job numbers without having to punch out, so you can accurately track job costs. Time Track works without special hardware—employees punch in and out at any regular computer workstation on the network.
Overtime Tracking	The Approaching Overtime Report provided in Time Track enables you to manage payroll by monitoring those employees who are approaching overtime.
Security	Employees can only punch in or punch out if the correct password is entered.
Convenience Features	<ul style="list-style-type: none"><li>• Punch out of one department and into another.</li><li>• Automatically record days absent.</li><li>• Automatically deduction lunch/break times.</li><li>• Automatic punch out if employee forgets to do so.</li><li>• Lunch schedules.</li><li>• Shift schedules.</li><li>• Attendance codes.</li><li>• Automatic break rules.</li></ul>

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# Sage Partner Cloud

If you've been thinking about a cloud option, we have a solution.

Sage developed the Sage Partner Cloud—so you can still benefit from the vast suite of in-depth features, cost effectiveness, and adaptability of Sage 100. You can deploy Sage 100 in the cloud with Microsoft Azure, AWS, or Sage-accredited cloud platforms including ADSS Global, Cloud at Work, CompuData, RKL Solutions, and SWK Technologies.

Still not certain if a move to the cloud is right for you, consider a few benefits:

- Data migration in a single day<sup>1</sup> with no retraining necessary.
- Multi-layered security.
- On-demand scalability.
- Improved operational efficiency.
- Overall reduction of IT costs.
- Flexibility of remote access.
- Sustainability of a carbon-neutral cloud platform.<sup>2</sup>

1. Estimate is provided by our Sage Partner Cloud Beta Program Partners. In some more complicated cases, data migration may take more than one day.

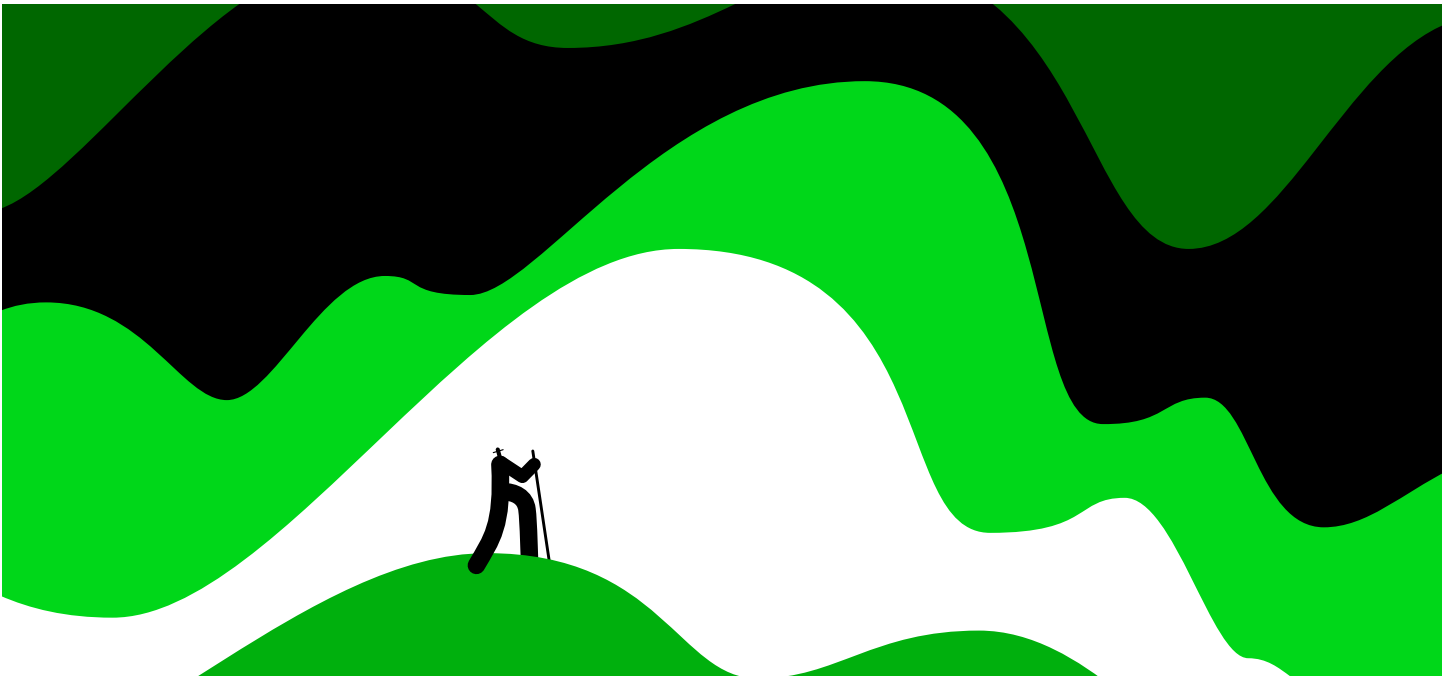
2. Learn more about Microsoft's sustainability practices [here](#).

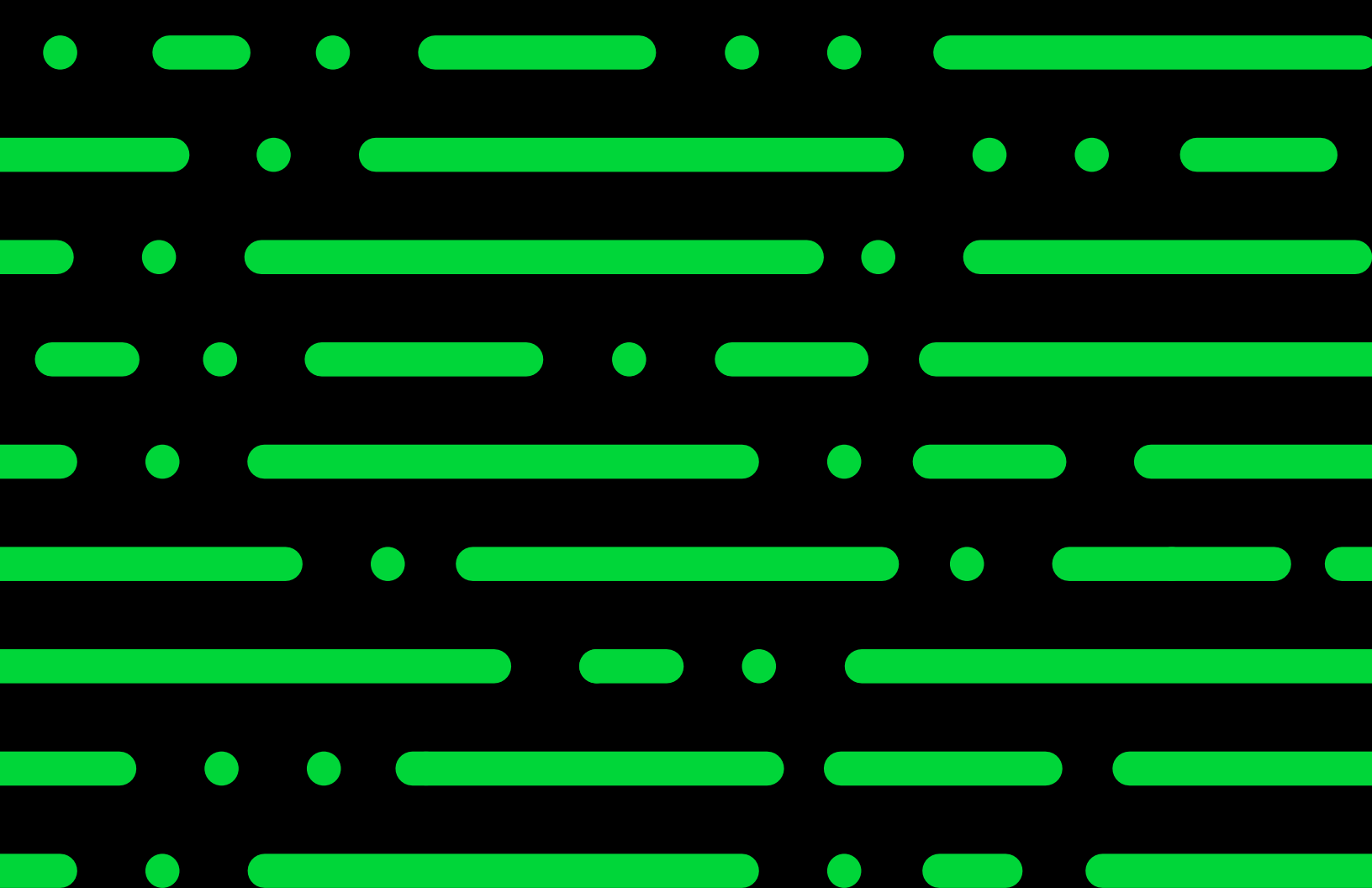
Learn how you can deploy Sage 100 in the cloud—  
**Sage Partner Cloud.**



**Discover the power of a trusted and reliable solution, designed to help you automate processes, decrease risk, and scale with ease.**

Schedule a **Sage 100** demo or contact us at 866.756.7243.





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