



Computer Software Solutions

Our Solution for

Payroll

Our payroll system is designed to provide all the functionality you need to process any size payroll. Whether you are running payroll for five employees or hundreds, our payroll system will provide you all the options you need to get the job done. The system will handle multiple companies and multiple states. You may setup multiple companies, departments or work centers. The system tracks up to twenty-four user-defined deductions, with up to six different shift differentials. The system accumulates vacation, sick and personal accrual hours available and taken. The system also comes with several user-defined pay types.

Check Cycle

The heart of any good P/R System is its check writing process. Employee time card generation needs to be quick, easy and forgiving. Our system allows time card generation by several different parameters. Once generated the system will calculate all taxes and deductions and print an earnings list. Errors can be corrected before any checks are printed. Checks can be selected, printed, deleted or reprinted as many times as needed, no updating is done until post time. The system comes with two options for printing checks: a standard pin feed check or a laser check. Both are provided in the base package. CSS can customize the check layout to any design you need. We can also create a layout to print on blank check stock if desired. The system handles both system and manual checks as well as check voiding.



Direct Deposit

Our payroll system comes with a fully functional direct deposit system that will allow you to have up to six direct deposit accounts for each employee. You may direct deposit any dollar amount or percentage of an employee's wages. The system will create the standard direct deposit file that can be downloaded and sent to your bank for processing.



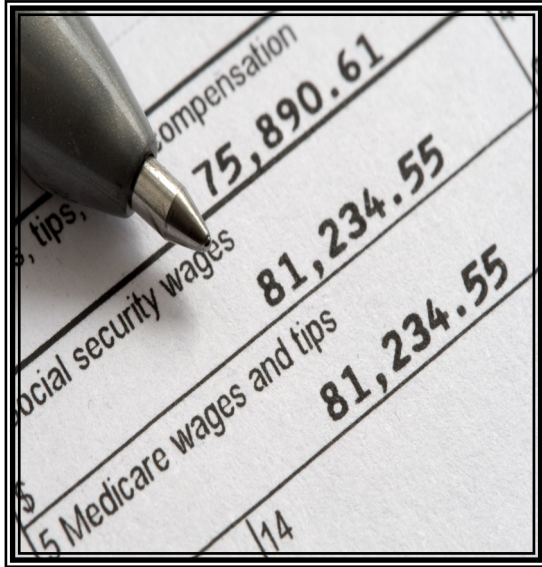
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W2 Processing

Once the last checks for the year have been printed and the year-end process has been completed, the system will save off the files needed to process the W2 information. You may print W2's anytime after the year-end has been ran. The system will print W2's on pin feed or laser forms. You may also generate the magnetic media file required by the SSA for larger companies. This file can then be downloaded and sent to the SSA.

Faxing and Emailing

One of the best features of the payroll system is the ability to fully integrate with our other modules. Often times, important information such as payroll reports, check registers and other information need to be quickly distributed to employees or managers. By adding our faxing and email modules, you can get your information to the people that need it in a quick, efficient and secure manner. This integrated package provides the ability to email any payroll report generated by the system. You may also fax reports without leaving your desk.



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P/R System Features and Highlights

- *Multiple Companies*
- *Multi-User Capable*
- *Use of System Parameters*
- *Multi-Company, Multi-Departments up to 99,999 Companies*
- *Up to 24 Voluntary Deductions Can Be Defined For Each Company*
- *Allows Pre-Taxed Deductions*
- *125D Salary Reduction Plan*
- *Up to 6 Shift Differentials are Handled For Each Company*
- *User-Defined Pay Type For Unit Pay and Flat Payment Amount*
- *User-Defined Dates For Each Employee*
- *User-Defined Flags For Each Employee*
- *Automatic Time Card Generation*
- *Automatic Vacation, Sick and Personal Time Accrual*
- *Workers Compensation Facility*
- *Accommodates Multiple Checks For an Employee in a Payroll Cycle*
- *Direct Deposit ACH Transaction File*
- *Check Reconciliation Feature*
- *Manual Checks Feature*
- *Voided Checks Feature*
- *Labor Distribution Tracking For Departments and Work Centers*
- *Employee Action Feature*
- *Salary History*
- *Magnetic Media Reporting of W2's to SSA*
- *User Level Security, With Company/Location Permissions*
- *Ability to Archive Reports, Post Listings or Selected Reports*
- *Ability to Email All Reports*
- *Source Code Included*
- *Toll-Free Telephone Support*
- *On-Line Technical Support*

All CSS software is written exclusively for the IBM iSeries/AS400 server. If you do not have an iSeries server, CSS can provide you the latest in IBM hardware custom fit for our software applications. If you do not want to purchase an iSeries server ask about our low cost online option. The P/R module comes as part of our integrated package or can stand-alone.



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Payroll Menus

The Payroll is designed to provide easy use through four user-friendly menus.

```
PAYMENU2          COMPUTER SOFTWARE SOLUTIONS
CSS              Payroll Menu 1

Select one of the following:

  1. Generate Employee Time Cards    13. Employee Master File Update
  2.                                 14. Employee Master File Inquiry
  3. Time Card Maintenance           15. Employee Master File List
  4. Time Card List                  16.
  5.                                 17. Enter Company Information
  6. Calculate and Print Earnings     18. Bank Account Maintenance
  7.                                 19. Enter Department Master
  8. Print P/R Checks                20. Print Department Master
  9. Update and Close Cycle          21.
 10. Close Direct Deposit File       22. Additional Payroll Options
 11.                                 23. Section 125D Menu
 12. Payroll System Parameter        24. End-of-Period Menu
                                      30. Display P/R Documentation

Selection or command
====> _____
```

This is the first and main menu of the payroll system. It contains the most used programs. They include the time card generation and pay cycle along with the employee master maintenance and inquiry. Also included on this menu are the company and department master maintenance programs.

This is the second payroll menu. It contains many of the payroll reporting options along with the direct deposit maintenance and the void check process.

```
PAYMENU2          COMPUTER SOFTWARE SOLUTIONS
CSS              Payroll Menu 2

Select one of the following:

  1. Generate Employee Time Cards    13. Employee Master File Update
  1. Print Time Card Work Sheet      13. Labor Distribution - Hours
  2.                                 14. Labor Distribution - Wages
  3. Print Time Card Labels          15.
  4. Print Vacation Work Sheet       16. Workers Comp Code Maintenance
  5.                                 17. Workers Comp Worksheet
  6. Check History Maintenance       18. Print Direct Deposit Bank Info
  7. Print Payroll Check Register    19. Enter Direct Deposit Bank Info
  8.                                 20. Terminated Employee Inquiry
  9. Accrue Vac/Sick/Per Hours       21. Print Misc Employee Lists
 10. Print Accrued Hours             22. Enter Voided Checks
 11. Edit Accrued Hours              23. Print Voided Checks
 12. Post Accrued Hours              24. Post Voided Checks
                                      30. Display P/R Documentation

Selection or command
====> _____
```

```
PAYMENU3          COMPUTER SOFTWARE SOLUTIONS
CSS              Payroll Menu 3

Select one of the following:

  1. Generate Employee Time Cards    13. Employee Master File Update
  1. Enter P/R Tax Tables             13. Enter Manual Checks/Payoffs
  2. Print P/R Tax Tables            14. Print Manual Checks/Payoffs
  3.                                 15. Post Manual Checks/Payoffs
  4. P/R Check Reconciliation        16.
  5. Print Outstanding Check Reg     17. Print Quarterly Tax Reports
  6. Purge Reconciled Checks         18. Bonus Participation Worksheet
  7.                                 19. Payroll End-of-Year
  8. Employee Recap Period-Hours     20. Print Employee YTD Analysis
  9. Employee Recap Period-Wages     21. Print Employee W2 s
 10. Employee Recap Period-Deduct    22. Print Employee W2 Register
 11. Employee Recap Period-Taxes     23. Generate SSA W2 File
 12. Employee Recap Period-401K     24. W2 File Maintenance
                                      30. Display P/R Documentation

Selection or command
====> _____
```

This is the third payroll menu. It contains the end of period procedures along with the tax table maintenance. Many of the payroll reports can be ran from this menu as well. You may also generate and process year-end W2s from this menu.



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