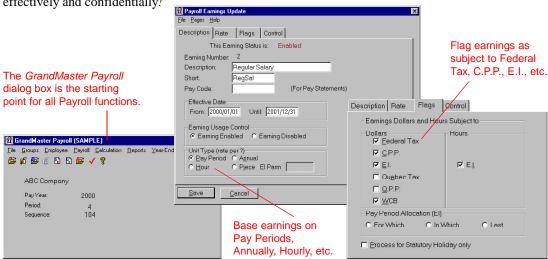# Payroll

GrandMaster® Suite

Payroll Module

"Simply Brilliant!..." is the type of response we get from our Payroll Partners when they experience our powerful, new *GrandMaster Suite Payroll* module. That's the response you can expect when you join the growing number of *CanPay* Payroll Partners across Canada who process millions of in-house payroll cheques every year on their personal computers. We invite you to see how we can help make your paydays problem free and worry free with *GrandMaster Suite*.

This powerful module allows you to customize your payroll to meet the precise needs of your organization. For example, you can calculate a semi-monthly executive payroll, a weekly union payroll or a teacher's ten pay period payroll. Simply assign employees (who are set up globally) to one or more payrolls. This gives you the flexibility to move employees throughout your organization. Options are also available to share earnings, deductions and accumulations across payrolls. This flexible module will provide you with consistent processing, ease of reporting and a truly customized payroll.

Join the large number of organizations that manage and control every aspect of their payroll conveniently, effectively and confidentially!

The *GrandMaster Payroll* dialog box is the starting point for all Payroll functions.

Flag earnings as subject to Federal Tax, C.P.P., E.I., etc.

Base earnings on Pay Periods, Annually, Hourly, etc.

Power Packed Features:

- **Automatic Deductions**
- **Permanent Histories**
- **Import and Export**
- **200 Accumulators**
- **Multiple Employee Bank Accounts**
- **Reconcile Multiple Payrates and Positions**
- **Account Allocation Control**
- **Employee Groups**
- **Detailed Employee Information**
- **New Employee Templates**

Automatic Deductions

Two hundred deductions and benefits can be set up and calculated for each employee with the powerful, new *GrandMaster Suite*. Use more than one hundred pre-defined deductions/benefit calculations or customize your own deduction/benefits.

Define your own set of customized Deductions.

Establish deductions and benefits which apply to all employees or structure them to apply to only selected employees or employee groups. Multi-union organizations find this feature particularily valuable.

Permanent Histories

With *GrandMaster Suite*, your personnel department has instant access to necessary pay history data to analyze payroll costs and improve budget accuracy. Screen queries or printed reports provide critical information for informed decision making in your organization.

Import and Export

Data from spreadsheets or electronic time clocks can be easily imported/exported to/from *GrandMaster Suite* using ASCII text files. You define the import/export formats simply by selecting the desired fields and indicating the position and size of the fields. The format can then be saved for future reference.

Import employees directly into your payroll without having to enter them from scratch.

200 Accumulators

200 different accumulators are available to you in the *Payroll* module. Automatically calculate additional items such as vacation pay, sick entitlements, statutory holiday pay, banked time and seniority levels. The Payroll module will calculate on earnings, deductions or any other accumulator that you choose. This gives you the flexibility to handle even unanticipated payroll requirements.

Multiple Employee Bank Accounts

If your employees want their pay electronically distributed to multiple bank accounts (e.g. their savings, chequing and mortgage accounts), you can now give them that option with the *Payroll* module. **GrandMaster Suite** also provides the ability to print customized cheques (the *Electronic Funds Transfer* module must be present to create the required bank file).
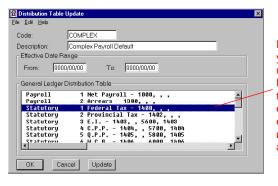
Reconcile Multiple Payrates and Positions

You can assign up to two hundred different pay types on each payroll. You can also assign rates on an employee basis, select them from a union rate table or have them automatically assigned using values in one or more of the accumulators. This includes support for employees who work in more than one job category in a pay period and are entitled to different category pay rates.

You can also ensure that employees' regular increments are never missed. Just set increments to activate on any given date, system-wide, by position categories or by individual employee.

Account Allocation Control

The *Payroll* module allows you to allocate employee earnings to any number of general ledger accounts. Simply select your user-defined account code. The company benefits can be proportionately allocated, based on the earnings for each account.
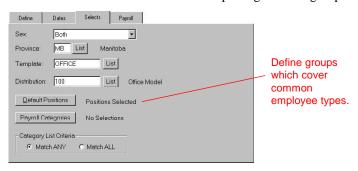

Easily define your own unique general ledger codes... then allocate employee earnings to any number of accounts.

Just choose your options to export this information to your organization's General Ledger Accounting System. This gives you easy, quick and cost-effective management control.
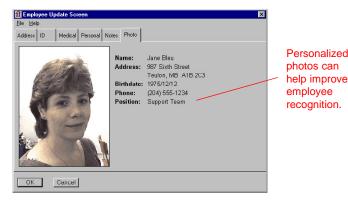
Employee Groups

Set up employee groups to control processes which apply to multiple employees. For example, if more than one employee is subject to a certain deduction, you need not define this action for each one; instead you simply apply the action to thier pre-defined group! You can also specify user access levels, manage data input, control deductions or define selective reporting for each group.

Define groups which cover common employee types.

Groups can be fixed or dynamically assigned by various payroll criteria. This makes changes that involve multiple employees much easier to perform.

Detailed Employee Information

Use the comprehensive list of options available from the *Employee Menu* to enter detailed information about each of your employees. Define standard information such as *Address* and *Medical* or even add specific *Notes* as they pertain to each employee.

Personalized photos can help improve employee recognition.

You even have the option of adding an employee's *Photo*. This feature can assist greatly in medium to large size organizations where employees work at different locations.

New Employee Templates

Utilize this powerful tool to simplify entry of new hires. Templates allow you to define the standard settings for groups of employees. New employees will automatically have the earnings, deductions and accumulators applied to them based on the defined template.