



Powerful Payroll Processing Solution



# About Millennium

- User-friendly, easy to use and navigate
- Pre-process visibility
- Instant paycheck calculation
- “Tax smart” - date sensitive and up-to-date tax tables
- Calculate impromptu manual checks
- Multiple output options



## **Payroll Entry** ▶ Check Date: 9/30/2008

Enter employee pay information for the current period.



## **Employee Maintenance** ▶

Add new employees, view and edit employee information, or view employee listings



## **Reporting** ▶

View and print employee and payroll reports.



## **Company Maintenance** ▶

View and edit company information including demographics, departments, deductions, taxes, and bank accounts



## **Payroll Manager** ▶

Access Misc Checks, Reprint, and Tax Liabilities

# Secure Login

- Password protected
- Multiple security levels
- Monitor activity via the Employee Change Report



Please Log In

Please enter your username and password for access to this system.

Username:

Password:

Restore Navigation History (restore last view)

OK Cancel

# Company Maintenance

- Five Organizational Levels
- Unlimited Earnings and Deductions

## Organization Levels Setup

Level 1	<input type="text" value="Department"/>
Level 2	<input type="text" value="Division"/>
Level 3	<input type="text"/>
Level 4	<input type="text"/>
Level 5	<input type="text"/>

Earnings	
Earn Code	Description
401km	401k Match
Bonus	Bonus
Comm	Commission
GTL	Group Term Life
Hol	Holiday
OT	Overtime
Reg	Regular
Sick	Sick

Deductions	
Ded Code	Description
125D	125 Dental
125H	125 Health
125V	125 Vision
401k	401k
Adv	Advance
Child	Child Support
GTL	Group Term Life

# Company Maintenance

- Create predefined check types to speed up payroll entry
- Customize a selection of fields specific to your needs

## Paycheck Attributes

Pay Type	Description
Bonus	Bonus Check
Comm	Commission
Manual	Manual
Reg	Regular

Employee Demographics		Employee Miscellaneous		Employee Miscellaneous	
User 1	<input type="text" value="Cell #"/>	User 5	<input type="text" value="Test"/>	Checkbox 1	<input type="text" value="Laptop"/>
User 2	<input type="text" value="Lics #"/>			Checkbox 2	<input type="text" value="Office Keys"/>
User 3	<input type="text"/>			Checkbox 3	<input type="text" value="Parking Pass"/>
User 4	<input type="text"/>			Checkbox 4	<input type="text"/>
				Checkbox 5	<input type="text"/>

# New Hire Wizard

## Basic Information

Employee ID	<input type="text" value="6"/>				
Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/>				
Zip	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
Gender	<input type="text"/>	Birth Date	<input type="text"/>	SSN	<input type="text"/>

## Department and Status Information

Status	<input type="text" value="A-Active"/>	Hire Date	<input type="text" value="01/12/2010"/>	Worker Comp Code	<input type="text"/>
Department	<input type="text" value="500-Customer Service"/>	Division	<input type="text"/>		

## Pay Rate Information

Base Rate	<input type="text" value="0"/>	Avg Hours	<input type="text" value="0"/>	Salary	<input type="text" value="0"/>
Pay Frequency	<input type="text" value="B-Biweekly"/>	Auto Pay	<input type="text"/>		

## Tax Information

Tax Form	<input type="text" value="W2"/>				
Federal Income Tax	<input type="text" value="FITW - Federal Income Tax"/>	Status	<input type="text"/>	Exemptions	<input type="text" value="0"/>
State	<input type="text" value="MD-Maryland SITW"/>	Status	<input type="text"/>	Exemptions	<input type="text" value="0"/> / <input type="text" value="0"/>
Unemployment	<input type="text" value="MD"/>				
Work State	<input type="text" value="MD"/>	(work state does not affect taxes)			

Add New Employee

Quickly add new employees with the new hire wizard, including error checking

# Employee Maintenance

Variety of fields to be utilized by payroll and HR departments

- Demographics
- Department/Positions

**Demographics - Potter, Sherman T (1)**

Name  
Last Name  First   
Prior Last Name  Salutation

Address  
Line 1   
Line 2   
City  State  Zip   
County  Country

**Status - Potter, Sherman T (1)**

Employee Status		
Emp Status	Empl Type	Pay Group
<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
Hire Date	Rehire Date	<input type="button" value="Rehire"/>
<input type="text" value="08/01/1990"/>	<input type="text" value="//"/>	
Term Date	Term Reason	
<input type="text" value="//"/>	<input type="text"/>	
LOS	Adj Seniority	
<input type="text" value="19"/> <input type="text" value="Y"/>	<input type="text" value="//"/>	

Home Department/Cost Centers	
Department	<input type="text" value="400"/>
Division	<input type="text" value="10"/>
	<input type="text"/>
	<input type="text"/>

Other Demographic Information			
Soc Sec Nbr	<input type="text" value="123-16-1515"/>	Gender	<input type="text" value="M"/>
Birth Date	<input type="text" value="05/13/1948"/>	Age	<input type="text" value="61"/>
Home Phone	<input type="text" value="( ) -"/>	Ethnicity	<input type="text"/>
		Marital Status	<input type="text" value="M"/>

Position Information

# Employee Maintenance

- Show memo on employee's screen during payroll entry
- Track important employee data:
  - education levels
  - dependents
  - emergency contacts
  - union affiliation
  - reviews
  - EEOC classification and more!

The screenshot displays a software interface for employee maintenance. It features several input fields and checkboxes. At the top left, there is a text box for 'Clock/Badge #' and a checkbox for 'Memo' with the label 'Show in Pay Entry'. To the right of these are three checkboxes: 'Laptop', 'Office Keys', and 'Parking Pass'. Below the 'Memo' checkbox is a large, empty text area with a vertical scrollbar. To the right of this area is a 'Test' button. A horizontal line separates this section from the 'Employment Eligibility' section below. This section contains a checkbox for 'I-9 Verified', a dropdown menu for 'I-9 Reverify' (currently showing '11'), and labels for 'Citizenship', 'Visa Type', and 'Visa Expiration'.

# Deductions




Deductions are managed easily. Goal deductions track balance remaining and for child support type deductions, the percentage of disposable earnings are calculated automatically and a check made payable to the agency is delivered with payroll

Insurance	Labor Allocation	Miscellaneous	Pay History	Prev Empl	Rates/Reviews	Skills	Status/Position	Taxes				
401(k)	Accruals	Auto Pays	Deductions	Demographics	Dependents	Dir Dep	Documents	Education	Emergency	Events	Fringe	Information

[Help](#)

### Deductions - Everett, Bruce (5)

Only Show Active

		
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Code	Description	Amount	Comments
Loan	Loan	50.00	350.00 remaining of original goal amount (500.00)
125Med	125 Medical Insurance	136.75	

# The HR Screens allow for a paperless personnel file



Reviews can be scheduled and documented

401(k)	Accruals	Auto Pays	Deductions	Demographics	Dependents	Dir Dep	Documents	Education	Emergency	Events	Fringe
Insurance	Labor Allocation	Miscellaneous	Pay History	Prev Empl	Rates/Reviews	Skills	Status/Position				

**Rates and Reviews - Everett, Bruce (5)** Add New Review and Pay Rate

### Pay Rates

Show Active Or

Rate Code	Start Date	End Date	Rate	Salary	Rate Per	School	Job
Base	04/15/2011	12/31/2100	17.00	0.00	Hour		
Base	12/31/2009	12/31/2010	15.50	0.00			

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### Reviews

Review	Reviewer	Rating	Next Review	Raise Date	Raise Amount	New Pay Rate	Reviewer's Notes	Employee's
08/26/2010			08/25/2011	08/26/2010	1.50	17.00	Edit	Edit

# Time-Off Plans

- Manage employees' vacation, sick, and other time off with accrual tracking

## Accruals - Potter, Sherman T (1)

Accrual	Start Date	End Date	Avail Hrs	Used Hrs	Last Accrue
Vac	10/19/2007	Forever	24.50	8.50	None
Sick	09/30/2008	Forever	48.00	0.00	None

Employees can view their balances online at the employee self-service site

The screenshot displays a user interface for an employee self-service site. It features a navigation bar with a home icon and the text 'Home'. Below this, there are three main sections, each with a green header and a circular icon:

- Pay History:** A table showing payment records with columns for Check Date, Check #, Type, Net Pay, and Net Check. Each row includes a 'Details' link.
- Accruals:** A table showing benefit accruals with columns for Benefit, Used Hours, Available Hours, and Last Accrue Date.
- Contact Information:** A section providing contact details for Bobby L. Jones.

Check Date	Check #	Type	Net Pay	Net Check	
8/31/2010	1691	Reg	791.42	791.42	<a href="#">Details</a> ▶
6/30/2010	1704	Reg	929.28	929.28	<a href="#">Details</a> ▶
3/31/2010	1560	Reg	1,247.81	1,247.81	<a href="#">Details</a> ▶
3/15/2010	1554	Reg	1,280.08	1,280.08	<a href="#">Details</a> ▶
1/15/2010	1445	Reg	2,637.42	2,637.42	<a href="#">Details</a> ▶

[More...](#)

### Accruals

Benefit	Used Hours	Available Hours	Last Accrue Date
Sick - Sick Time	10.00	55.75	6/30/2010
Vacation - Vacation Time	8.00	94.00	

### Contact Information

**Bobby L. Jones**  
PO BOX 1228  
Selma, CA 93662

# Employee Maintenance

- Document different events (i.e., workers comp injuries) or skills (i.e., training)

401(k)	Accruals	Auto Pays	Deductions	Demographics	Dependents	Dir Dep	Documents	Education	Emergency	Events	Fringe	Information
Insurance	Labor Allocation	Miscellaneous	Pay History	Prev Empl	Rates/Reviews	Skills	Status/Position	Taxes				

Skills - Everett, Bruce (5) [Help](#)

Skill	Description	Date	Proficiency
3	Human Resource Management Certification	08/15/2006	Certificate

Skill | Skill Notes

**3 - Human Resource Management Certific:**

Skill Code      Date  
3      08/15/2006

Skill Description      Proficiency  
Human Resource Management Certification      Certificate

# Instant access to pay history

- View employees' past compensation by check date or desired date range

Payroll History - Potter, Sherman T (1) [View Check](#) [Help](#)

Void Void/Reissue

Check Date	Pay Type	Hours	Gross	Deds	Taxes	Dir Dep	Net Pay	Check Amt	Check #	Voucher	Clr?
08/29/2008	Reg	80.00	7000.00	805.06	1560.82	4634.12	4634.12	0.00	0	1049	No
07/31/2008	Reg	80.00	7000.00	805.06	1560.83	4634.11	4634.11	0.00	0	1044	No
06/30/2008	Reg	0.00	3000.00	300.00	568.63	2131.37	2131.37	0.00	0	1039	No
06/30/2008	Reg	80.00	7000.00	805.06	1560.83	4634.11	4634.11	0.00	0	1038	No
05/30/2008	Reg	80.00	7000.00	805.06	1560.82	4634.12	4634.12	0.00	0	1031	No
04/11/2008	Reg	80.00	3460.00	451.06	257.77	2751.17	2751.17	0.00	0	1025	No
04/04/2008	Reg	80.00	3460.00	451.06	257.77	2751.17	2751.17	0.00	0	1019	No
11/09/2007	Reg	80.00	3460.00	451.06	803.94	2205.00	2205.00	0.00	0	1008	No
11/02/2007	Reg	0.00	200.00	20.00	50.30	129.70	129.70	0.00	0	1003	No
11/02/2007	Reg	80.00	3460.00	451.06	803.93	2205.01	2205.01	0.00	0	1002	No
10/26/2007	Reg	0.00	6000.00	600.00	2057.46	0.00	3342.54	3342.54	0	0	No
10/26/2007	Reg	80.00	3460.00	451.06	803.94	0.00	2205.00	2205.00	0	0	No
10/19/2007	Reg	80.00	3460.00	451.06	803.94	0.00	2205.00	2205.00	0	0	No

Q1-10

Q2-10

Q3-10

Q4-10

2010

2009




Hours: 80.00		Gross: 7,000.00		Taxes: 1,560.82		Deductions: 805.06		Net Pay: 4,634.12	
Earnings	Hours	Amount	Deductions	Amount	Taxes	Taxable	Capped	Amount	
Reg-Regular	80.00	7,000.00	1250-125 D	14.56	MED	6,909.50	6,909.50	100.19	
401km-401k Mat-M	0.00	21.00	125H-125 H	90.50	SS	6,909.50	6,909.50	428.38	
	80.00	7,000.00	401k-401k	700.00	FITW	6,209.50	6,209.50	757.88	
				805.06	MD	6,209.50	6,209.50	274.37	
									1,560.82

Direct Deposit	Transit	Account	Amount	Employer	Taxable	Capped
	052001633	873244556	150.00	MED-R	6,909.50	6,909.50
	052001633	873212354	4,484.12	SS-R	6,909.50	6,909.50
			4,634.12	FUTA	6,909.50	0.00
				MDSUI	6,909.50	0.00

# Manage Employee Benefits



List employee's benefit selections and covered dependents and generate monthly reports that will assist with monthly premium reconciliation

401(k)	Accruals	Auto Pays	Deductions	Demographics	Dependents	Dir Dep	Documents	Education	Emergency	Events	Fringe	Information
Insurance	Labor Allocation	Miscellaneous	Pay History	Prev Empl	Rates/Reviews	Skills	Status/Position	Taxes	<a href="#">Help</a>			

**Insurance - Everett, Bruce (5)**   

Insurance	Start Date	End Date	Plan	Listed Dependents
Blue Cross	09/15/2010	Forever	Family	Spouse, Child
Delta	04/29/2011	Forever	Employee	None

Premium Information  Covered Dependents

**Blue Cross - Blue Cross - PPO**  

Coverage Start	Coverage End	Name	Relationship
09/15/2010	12/31/2100	Everett, Susan	Spouse
09/15/2010	12/31/2100	Everett, Johnny	Child

# Payroll in a Few, Easy Steps

- Select Check Date
- Start Payroll
- Select Batch
- Key Payroll



## 1. Start Payroll ▶

Begin payroll cycle by creating all batches and populating them with checks and pay data



## 1. Start Payroll

Begin payroll cycle by creating all batches and populating them with checks and pay data



## 2. Payroll Entry (Open) ▶

Enter pay information for each employee, including additional checks

Batches					
	Description	Commands			
	<b>Batch M ▶</b> Monthly Payroll - Open	<u>Control</u>	<u>Batch Totals</u>	<u>delete</u>	<u>restart</u>
<b>Add New Batch ▶</b> Create a new, empty, batch					
<b>◀ Back to Payroll Menu</b>					

# Payroll Entry

- Employee Pay Entry Screen
- Instant Paycheck Calculation

**Sherman T Potter (1)**  
 Social Security # 123-16-1515  
 Department: 400-10  
 Freq: M Status: A Type:

**Rate Code**  
 Base  
 2

Pay 1 | New Paycheck | New Third Party Sick Pay

Check Number: 0 | Pay: \$7000.00 | Pay Type: Reg | Override... | Delete Check [X]

Code	Description	Hours	Rate	Amount
EReg	Regular	0.00	0.00	0.00
EOT	Overtime	0.00	0.00	0.00
EVac	Vacation	0.00	0.00	0.00
ESick	Sick	0.00	0.00	0.00
		0.00	0.00	0.00

Hours: 80.00		Gross: 7,000.00		Taxes: 1,560.82		Deductions: 805.06		Net Pay: 4,634.12	
Earnings		Hours	Amount	Deductions		Amount	Taxes	Taxable	Amount
Reg-Regular		80.00	7,000.00	125D-125 Dental		14.56	MED	6,909.50	100.18
401k-401k Match - Memo		0.00	21.00	125H-125 Health		90.50	SS	6,909.50	428.39
		80.00	7,000.00	401k-401k		700.00	FITW	6,209.50	757.88
						805.06	MD	6,209.50	274.37
									1,560.82
Direct Deposit		Transit	Account	Amount	Employer	Taxable	Capped		
		052001633	873244556	150.00	MED-R	6,909.50	6,909.50		
		052001633	873212354	4,484.12	SS-R	6,909.50	6,909.50		
					FUTA	6,909.50	6,909.50		

# Import Payroll Data

- Universal time clock import

**Basic Information**

Start Date

End Date

Service Level

**Properties**

The following properties will override any properties already configured in the system.

**General**

File Type

Employee ID is

**Columns**

	Column	Length	Divide By	Column	Length
EE ID	<input type="text" value="1"/>	<input type="text"/>	CC1	<input type="text"/>	<input type="text"/>
DET	<input type="text" value="2"/>	<input type="text"/>	CC2	<input type="text"/>	<input type="text"/>
DET Code	<input type="text" value="3"/>	<input type="text"/>	CC3	<input type="text"/>	<input type="text"/>
Hours	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	CC4	<input type="text"/>
Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>	CC5	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ov State (1)	<input type="text"/>
Rate Code	<input type="text"/>	<input type="text"/>		Ov Local (2)	<input type="text"/>
Begin Date	<input type="text"/>	<input type="text"/>		Ov Local (3)	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>		Ov Local (4)	<input type="text"/>
Shift	<input type="text"/>	<input type="text"/>		Job Code	<input type="text"/>
WCC	<input type="text"/>	<input type="text"/>		Comment	<input type="text"/>

Note: The column positions are one based, meaning the first column in the file is considered column 1.

**Code Mapping**

# Check Calculator

- Calculate impromptu checks
- Save manual checks to process on the next check date

Check Calculator OLD - Potter, Sherman T (1)

Pay \$7000.00      Tax Frequency

Block Automatic Pays      Override FITW %       Override SITW %

Block Deductions

Block Direct Deposits       Use Supplemental Tax Rates

Gross To Net     

Net To Gross

Code	Description	Hours	Rate	Amount
		0.00	0.00	0.00

# Pre-process Register

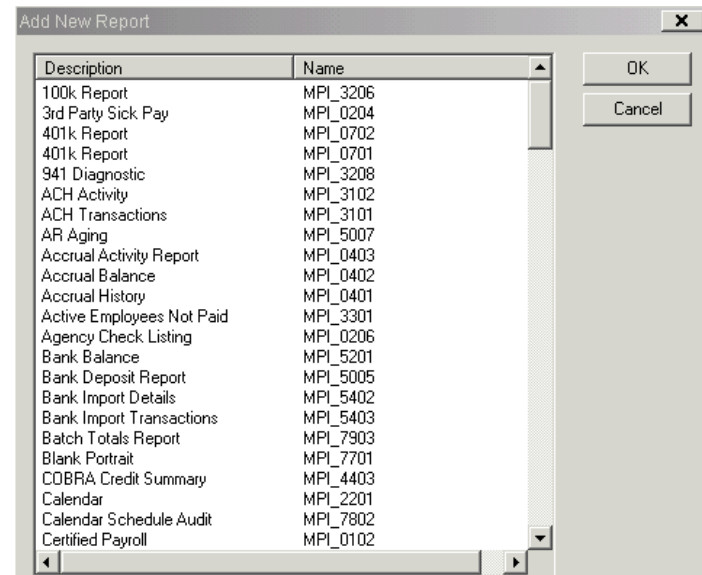
- Verify payroll data prior to processing

Preprocess Register				The Demo Company				Check Date: 01/21/2005				Page			
				Company (100)				Period: 01/02/2005 to 01/15/2005				1			
<b>Branch: 10</b>		<b>Department: 300</b>													
Merchant,	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Type	Reg	
Randolph P	Reg	Regular	80.00		1730.77	FITW	Federal Income Ta	1509.15	152.72	401k	EE 401k	138.46	Chk Date	01/21/2005	
Emp Id	4					MA	Massachusetts SIT	1509.15	75.91	401KL	401k Loan	36.00	Batch	B	
Salary	1730.77					MED	Medicare	1647.61	23.89	Dental	Pretax Dental	19.16	Net	1118.48	
						SS	OASDI	1647.61	102.15	Health	Pretax Health	64.00	Dir Dep	1118.48	
<b>Total Earnings</b>			<b>80.00</b>		<b>1730.77</b>	<b>Total Taxes</b>			<b>354.67</b>	<b>Total Deductions</b>			<b>257.62</b>	<b>Chk Amt</b>	<b>0.00</b>
<b>Branch: 10</b>		<b>Department: 300 Total</b>													
Employees	1	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	0
Female	0	Reg	Regular	80.00		1730.77	FITW	Federal Income Ta	1509.15	152.72	401k	EE 401k	138.46	Vouchers	1
Male	1					MA	Massachusetts SIT	1509.15	75.91	401KL	401k Loan	36.00	Net	1118.48	
Chks & Vchrs	1					MED	Medicare	1647.61	23.89	Dental	Pretax Dental	19.16	Dir Dep	1118.48	
Female	0					SS	OASDI	1647.61	102.15	Health	Pretax Health	64.00	Chk Amt	0.00	
Male	1	<b>Total Earnings</b>			<b>80.00</b>	<b>Total Taxes</b>			<b>354.67</b>	<b>Total Deductions</b>			<b>257.62</b>		
<b>Branch: 10 Total</b>															
Employees	1	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	0
Female	0	Reg	Regular	80.00		1730.77	FITW	Federal Income Ta	1509.15	152.72	401k	EE 401k	138.46	Vouchers	1
Male	1					MA	Massachusetts SIT	1509.15	75.91	401KL	401k Loan	36.00	Net	1118.48	
Chks & Vchrs	1					MED	Medicare	1647.61	23.89	Dental	Pretax Dental	19.16	Dir Dep	1118.48	
Female	0					SS	OASDI	1647.61	102.15	Health	Pretax Health	64.00	Chk Amt	0.00	
Male	1	<b>Total Earnings</b>			<b>80.00</b>	<b>Total Taxes</b>			<b>354.67</b>	<b>Total Deductions</b>			<b>257.62</b>		
<b>Branch: 20</b>		<b>Department: 500</b>													
Bailey,	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Type	Reg	
Mary R	GTL	Group Term Life			0.46	FITW	Federal Income Ta	1263.23	142.68	401k	EE 401k	6.00	Chk Date	01/21/2005	
Emp Id	1	Reg	Regular	64.00		1046.15	MED	Medicare	1269.23	18.40	Dental	Pretax Dental	9.65	Batch	B
Salary	1307.69	Sick	Sick	8.00	16.3461	130.77	MO	Missouri SITW	1263.23	47.00	GTL	Group Term Life	0.46	Net	953.37
		Vac	Vacation	8.00	16.3461	130.77	MO-KJ	Kansas City, MO	1263.23	12.63	Health	Pretax Health	29.27	Dir Dep	953.37
						SS	OASDI	1269.23	78.69	Uway	United Way	10.00	Chk Amt	0.00	
<b>Total Earnings</b>			<b>80.00</b>		<b>1308.15</b>	<b>Total Taxes</b>			<b>299.40</b>	<b>Total Deductions</b>			<b>55.38</b>		

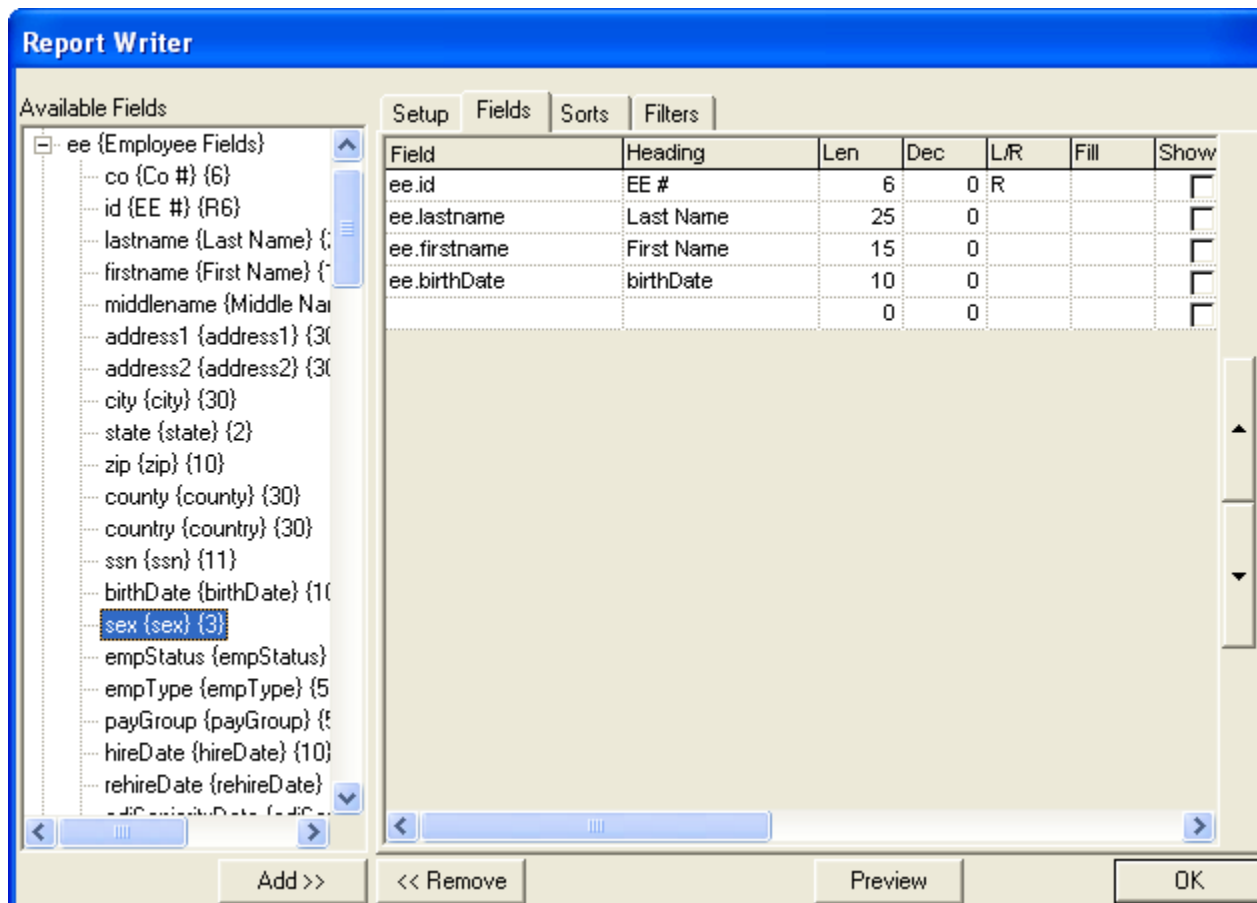
# Reporting

- Access payroll data on-demand with almost 100 standard reports
- Provide key personnel (internal or external) with payroll data via multiple output options (i.e., Excel, Word, PDF)
- Extract data in multiple formats based on your unique business needs (general ledger, etc.)

ID	Name
Register	Payroll Register
MPI_0001	Payroll Register
MPI_5001	Invoice
MPI_0301	Payroll Summary Report
MPI_7802	Calendar Schedule Audit
MPI_3401	Change Audit
New Report	Birthday Report



# Report Writer Included



# Additional Features

- Tip allocation
- Automatic Group-term-life calculations
- Secure print-back capabilities
- Batch Pay Entry Screen
- Job costing
- Unlimited employee direct deposits

# Payality Clients Say it Best!

- "I love Payality. The service is amazing and the software is miles ahead of what we were using. Will save me a lot of time."
- "I love the SPEED and EFFICIENCY of this new system and am THRILLED that we made the change!"
- "Thanks again for your "Personal Attention". You did a great job, I look forward to working with you and Payality moving forward!"
- "Thank you for a smooth transition. I just finished printing reports, and I am impressed with the speed with which I could do so. They downloaded and printed much quicker than with the previous system. This was the EASIEST payroll in recent memories."

# All backed by personalized customer service

Payality's average employee has 10 years of payroll experience.

- You call or e-mail your Payroll Specialist directly for support. You won't get stuck in the automated voicemail loop.