



# PAYROLL

Your most valuable asset:  
your **people.**

Emp #	Name	Active Group
3100	ARLISS, VERONICA	<input checked="" type="checkbox"/> MAYOR/COUNCIL
3084	BANCROFT, DREW	<input checked="" type="checkbox"/> MAYOR/COUNCIL
4164	BARRY, BETTY	<input checked="" type="checkbox"/> PW
3025	BARRY, TESS	<input checked="" type="checkbox"/> PW
4069	BARRYMORE, LEWIS	<input checked="" type="checkbox"/> COURT
4344	BARTHELMESS, RALPH	<input checked="" type="checkbox"/> POLICE
3032	BARTHELMESS, REANNA	<input checked="" type="checkbox"/> ADMIN
4062	BAXTER, SHERRELL	<input checked="" type="checkbox"/> MAYOR/COUNCIL
3061	BEAUMONT, MARA	<input checked="" type="checkbox"/> POLICE
4090	BEERY, VICTOR	<input checked="" type="checkbox"/> PW
5139	BIRO, ALLISON	<input checked="" type="checkbox"/> PW
3046	BIRO, GREG	<input checked="" type="checkbox"/> PW
3206	BORZAGE, MIRIAM	<input checked="" type="checkbox"/> ADMIN
3059	BRENON, VEDA	<input checked="" type="checkbox"/> ADMIN
3009	BROWN, MOAN	<input checked="" type="checkbox"/> COM DEV

## KEY BENEFITS

- ✔ A state-of-the-art application that connects your employees to groups, positions, and steps you've built for maximum efficiency when managing payroll.
- ✔ Access all the steps you need to process payroll in one place with a click of the button.
- ✔ You can be confident your payroll will be correct with easy to read and interpret reports on the fly.
- ✔ Get payroll done faster by tapping into the Calculated Pay tools that run circles around the full service payroll providers.
- ✔ Capture payroll budgeting scenarios with an integrated and easy to use payroll budgeting component.

## HOW IT WORKS FOR YOU

Like all BIAS applications, BIAS Payroll is **completely integrated** with Financials for automatic and seamless posting to the GL. It operates an "enter and calculate" principle that permits the user to see the results before finalizing the payroll. This allows a second look to ensure paycheck **accuracy**.

Checks can be **printed on-the-fly** or in a batch process for easy paycheck distribution. Pre-set your cost distribution to follow actual worked time or a percentage based allocation. Generate your tax and benefit payments and send them to AP with full distribution of costs that follow wages to your funds.

Learn more about BIAS and our Suite of Applications at [biasonline.com](http://biasonline.com)

## HOW IT'S PUT TOGETHER

BIAS Payroll is customized to work with your organizational structure. Review and approval of all steps are built in to satisfy internal control needs with extensive error checking and audit trails operating in the background.

- Position and benefit tracking
- Manage salaries, hourly pay, FLSA, OT, and any premium pay
- Vacation, sick, holiday, or any accrual tracking
- State & federal tax tracking
- Custom pay distributions
- Multi-step calculated wages (a **must have** for complex bargaining units)
- Paid Family Medical Leave tracking
- Calculated accrual earnings based on hours worked
- Email employees paystubs
- Direct deposit via NACHA file
- Workers compensation tracking

## REPORTS

- 941 Reporting
- Unemployment Reporting
- DRS Hours and Salary Report
- Workers Compensation Report
- Electronic W-2 & W-3 filing
- Payroll Budgeting
- Accrual Liability Report
- Benefit Reporting
- Employee Census

## WHAT'S INCLUDED

- Accrual Tracking
- Basic HR Tracking
- Benefit Tracking
- Electronic W-2
- Payroll Budgeting
- Payroll Processing

The screenshot displays the BIAS Payroll system interface. It features a table of employees with columns for Name, Position, Range, Step, Status, Hire Date, and Pay Period. Below the table, there are several sections for employee information and payroll settings:

- Personal Information:** Includes fields for Last Name (BARRY), First Name (JERRY), Address 1 (327 E PACIFIC), City (SPOKANE), State (ID), Zip (83202), Phone 1, Phone 2, Emergency (TODD BRIGHT), Email, and County ID (1 & 2).
- Settings:** Includes checkboxes for Subject to Social Security, Subject to Medicare, Pay LMI Share, Subject to Unemployment, Corporate Officer, Labor Report, Gender, and Grand Def CL.
- W2 Boxes:** Includes checkboxes for Statutory Employee, Deceased, Pension Plan, Legal Rep, and Inc Family Sick Pay.
- Deductions & Benefits:** Includes fields for OB Code (00), LA Code (000), and Comp PWT (3.00).
- State Income Taxes:** Includes fields for Pay Period, Status, and State Deductions.

