

## Payroll

*AccuFund Onsite*

### A Better Way to Process Payroll

The AccuFund Payroll module is the backbone of AccuFund's Human Resources Management Suite (HRMS). The Payroll module empowers your agency to process payroll efficiently and accurately.

As an integral part of AccuFund's Accounting Suite, the Payroll module ensures the proper handling and posting of payroll data. It also optimizes the use of payroll data in the overall management of your government or nonprofit agency.

### Payroll Online Version

Looking for the cloud online version of this module?

[Show Me the Online Version](#)

Employee  1/01/2020-1/15/2020 EFT   
Earnings  Taxes  Deductions  Net

☒ Show period

Source	Earning	Client	Position	Memo	Distribution	Account	1/1 Wed	1/2 Thu	1/3 Fri	1/4 Sat
Opr	Hourly	<none>	Accounting Cle		EHS	001 000 7010 00 Hourly	6.40	6.40	6.40	
Opr	Salary	<none>	<none>		Employment V	001 000 7000 00 Salary	8.00			
Opr	Hourly	<none>	Accounting Cle		Housing	002 000 7010 00 Hourly	1.60	1.60	1.60	

### Keep Your Data Organized and Up to Date

AccuFund's Payroll module puts the payroll data your agency needs at your workers' fingertips. Employee payroll data—including earnings rates, taxes, deductions, and benefit accruals—are entered on the employee record and important documents can be stored right along with it.

The AccuFund Payroll module tracks detailed time sheets for each employee and every payroll period, including earnings distributed by department or project, pre-tax deductions, taxes, post-tax deductions, non-payroll earnings, employer costs, and accruals. Payroll staff can view and

process time sheets the moment they're entered.

Although you can import timesheet data from any source, or even input manually, integrating Payroll with AccuFund's Timekeeping options will improve accuracy and efficiency.

And, of course, AccuFund's payroll system is continuously updated to ensure compliance with all major tax changes—helping ensure that your organization remains in compliance. Federal 941 and W-2 processing wizards are built in, or you can choose Payroll Tax and Year-End Processing services integrated with AccuFund.

## **Enjoy Features and Functionalities Designed with You in Mind**

As a complete payroll solution, AccuFund's Payroll module is uniquely capable of meeting the complex needs of government and nonprofit payrolls. Robust functionalities empower your payroll workers to:

- Split direct deposit in multiple ways, or go with a partial direct deposit plus a net check.
- Make adjustments on screen, such as running multiple payrolls per period for special pays.
- Enjoy unlimited reporting capabilities, as well as check format options, through the flexible Report Writer tool.
- Base your run calculations on calendar year, fiscal year, and employee anniversary date.
- Record and track non-payroll taxable benefits for W-2 purposes.
- Other popular features include unlimited earnings codes, unlimited deductions, and unlimited accruals.

Update employee [103 - Foster I. Grant]

EMPLOYEE

- ADDRESS
- PHONE NUMBERS (2)
- CONTACTS (1)
- EMPLOYEE POSITIONS
- DISTRIBUTION
- TIMECARDS (2)
- IMAGES (3)**
  - EARNINGS
  - REDUCTIONS
  - TAXES
  - DEDUCTIONS
  - ACCRUALS
  - EMPLOYER SHARE
  - GENERAL

+ Add - Delete

#	Description
1	Image 1
2	Image 2
3	I9

Department of Homeland Security  
U.S. Customs and Border Protection

0322 (11-14-14) (01) (Rev. 11-13-13)

**Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employees CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of future expiration date may also constitute illegal discrimination.

**Section 1: Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

First Name: Last Name: Middle Name: Maiden Name: Age: # Date of Birth (month/day/year):

City: State: Zip Code: Social Security #: (Label: under penalty of perjury, I am correct one of the following: ☐ A date on record at the United States ☐ A United Permanent Resident Alien File # ☐ An FBI subject to work list ☐ I am in Admiration #)

Employee's Signature: Date (month/day/year):

Preparer and/or Supervisor Certification: (To be completed and signed by supervisor if the employee is not a citizen, or if the employee is a citizen, under penalty of perjury, that I have reviewed the information on this form and that it is true and correct.)

Preparer/Supervisor's Signature: First Name: Last Name: Date (month/day/year):

Address (Street Name and Number, City, State, Zip Code): Date (month/day/year):

**Section 2: Employer Review and Verification.** To be completed and signed by employer. Employee must present one document from List A OR evidence one document from List B and one from List C, as listed on the reverse of this form, and include the date, signature, and expiration date, if any, of this document(s).

List A: Last A: OR: Last B: AND: Last C:

Issuing Authority: Date received: Expiration date (if any): Document:

**Section 3: Certification.** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) are authentic and valid, and to the best of my knowledge the employee is eligible to work in the United States. (State and Federal laws prohibit employers from hiring unauthorized immigrants.)

Signature of Employer or Authorized Representative: Title: Business or Organization Name: Address (Street Name and Number, City, State, Zip Code): Date (month/day/year):

**Section 4: Updating and Reverification.** To be completed and signed by employer.

A. New Hire (if applicable): B. Date of rehire (month/day/year) (if applicable):

C. Employer's previous grant of work authorization has expired; provide the information below for the document that substantiates current employment eligibility.

Document Title: Document #: Expiration Date (if any):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) have expired/are to be renewed and to restate the information.

Signature of Employer or Authorized Representative: Title: Business or Organization Name: Address (Street Name and Number, City, State, Zip Code): Date (month/day/year):

NOTE: This is the last editor of the form - that has been submitted with a completed grant to verify the record retention from the DHS to DHS and to.

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View + Add Change Delete Up Down Acquire

Previous Next OK Cancel

## Maximize Performance with a full HRMS

The Payroll modules stands on its own, but can be a part of AccuFund's complete Human Resources Management System that can include the following components:

- Timekeeping—Employee Time Entry, Physical Time Clocks, and Mobile Soft Clock Applications round out a complete set of options.
- Human Resources—This module provides all personnel information in addition to what's available in Payroll. Additionally, it can track the history of changes to a record and multiple "instances," such as employee reviews, education, certifications, and language skills.
- Web Portal - Empower employees to manage time, self-service, leave requests, and provide access to other non-payroll modules, reports and dashboards.
- General Ledger—Like all AccuFund Accounting Suite components, Payroll updates the General Ledger on a real-time basis.
- Reports/Forms Designer—Customize reports and forms with graphics, text, and form fields.

## Customize Reports and Forms to Suit Your Needs

A variety of modifiable report and form templates are included with the module to meet your organization's specific reporting needs. Standard templates include:

- Payroll Check Form

- Payroll Employee Report
- Payroll Time Documents
- Payroll Preliminary Register
- Payroll Final Register
- W-2s
- Automatic Generation of Quarterly 941A and B
- ACA Tracking and Reporting

## Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or [sales@accufund.com](mailto:sales@accufund.com) or visit [www.accufund.com](http://www.accufund.com).

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