QUANTUM
THE NEXT GENERATION OF BUSINESS AUTOMATION

PAYROLL

PRODUCT OVERVIEW

HIGHLIGHTS

ALLOCATE SALARIES

LEAVE BALANCE TRACKING

MULTIPLE DIRECT DEPOSIT ACCOUNTS

FTE TRACKING

CUSTOM REPORTS VIA CRYSTAL

INTEGRATED WITH HUMAN RESOURCES

STREAMLINED ANNUAL ENROLL- MENTS

MODULE FEATURES

The Payroll module handles all aspects of processing payroll transactions for employees. It interfaces with Quantum's Human Resources module so employee records are entered and maintained in only one place. Payroll is designed to automatically allocate employee salary and fica/medicare expenses across multiple programs and cost centers based on whatever service utilization statistics dictate. The system prints matrix or laser checks, handles fringe benefits and imputed income, performs direct deposits to multiple employee accounts and provides for all your monthly, quarterly and yearly reporting.


SPECIAL FEATURES

- Electronic Reporting
- Laser or Matrix checks
- Employee Pay History Inquiry with Drill Down
- Employee Allocation Table Maintenance
- Check Reconciliation
- Mass Change deduction amounts

Employee demographic information tracks name, address, phone, employee type, salary, rates, pay frequency, default wage account, SSN, exemptions, direct deposit account(s) and more. Any changes to the employee master record is recorded in an Employee Audit Trail table.

EMPLOYEE DEDUCTIONS & EARNINGS

Quantum allows you to define an unlimited number of deduction codes and the frequency with which they are to be deducted for each employee. The system handles standard deductions, pre-tax deductions, reimbursements, garnishments, levies, fringe benefits and W2 miscellaneous codes. Calculation methods can be based on percent of gross wages, percent of net wages, fixed dollar amount, rate per hour worked or levy of wages. The system also accommodates Employer Matching amounts to each relevant employee deduction.

Actual deduction amounts are tracked through history tables for each employee enabling you to produce Deduction Enrollment Reports and Deduction History Reports. The system also handles various types of Earning Codes for Shift Differentials, end of year bonuses or miscellaneous earnings. The wages from these earning codes can also be allocated across multiple programs and cost centers.

Earning codes can be entered during the payroll time entry process and can default to the employee's hourly rate or use one of the rates defined through the Employee Multiple Rate table. This feature allows you to manually allocate time and the system defaults the appropriate hourly rate based on the nature of the work performed — not necessarily what is in the employee master file.
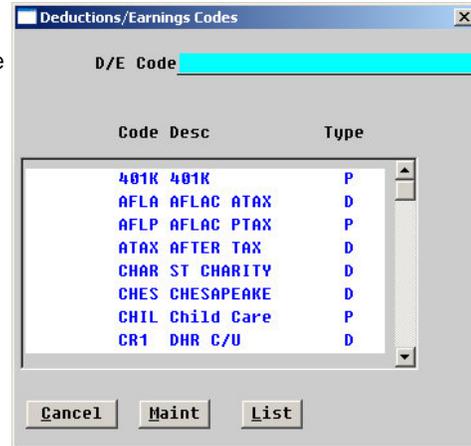
Taxes

The Payroll Control File has a screen where you can enter and update the Federal Tax and EIC tables. You can define multiple tax tables to satisfy your state, city and municipality requirements. Quantum prints several reports to help you track and report on taxes withheld for 941 deposits, quarterly reporting and other employer taxes and premium reports.

Employees can be designated as exempt from Fica/Medicare as well as FWT and SWT tax calculations. The State Tax screen is also where you can define workers compensation codes and rates for each employee.

PRINTING CHECKS AND DIRECT DEPOSITS

The payroll cycle in Quantum is very streamlined. The first step is to Generate a Payroll where all the current employees are automatically entered into the Time Sheet table. You can also control whether the hourly employees are included in this process or whether their hours are automatically set to zero (so you have to enter a time sheet). Once the payroll is

Generated the Payroll person enters Time Sheet information and additional earnings data. After this has been entered the next step is to Calculate Payroll. This process produces four reports:

(1) Time Sheet Edit List

(2) Payroll Register

(3) Deductions Register

(4) Direct Deposit Register

The Payroll person reviews the amounts on these reports and either changes time records or proceeds with printing checks and direct deposit forms.

Once these are printed you can create your Direct Deposit Transfer File (standard NACHA format) and transmit it to your bank. The last step is to Post your payroll.

Use the Certex 3200 check signer to automatically affix up to three signatures. This machine can accommodate different style check stock with varying signature placements. It has full security password entry and key access to prevent unauthorized use.

LEAVE TRACKING

Quantum lets you define an unlimited number of leave codes that your organization needs to track for each employee. Such codes may include Annual, Sick, PTO, Family Leave, Military Leave, Jury Duty, etc.

Each time a Payroll Cycle is performed employee leave balances for Annual/Vacation and Sick are calculated based on their service time with the organization. Time

used by the Employee can be entered directly into the Leave system or through the Payroll Time entry screens.

When Payroll is posted, the accrued time and leave taken amounts are updated into a Leave History table. Leave balances can also be printed on employee direct deposit or payroll check forms. The system prints Supervisor Leave Balance reports, Leave Accrual reports and more.
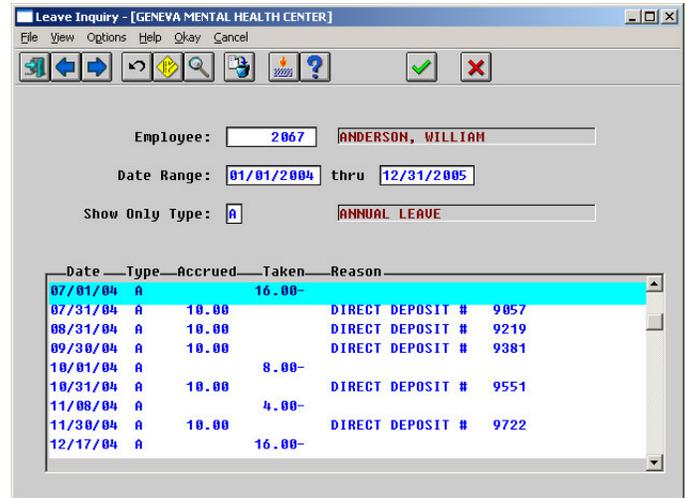
EMPLOYEE ACCOUNT INQUIRY
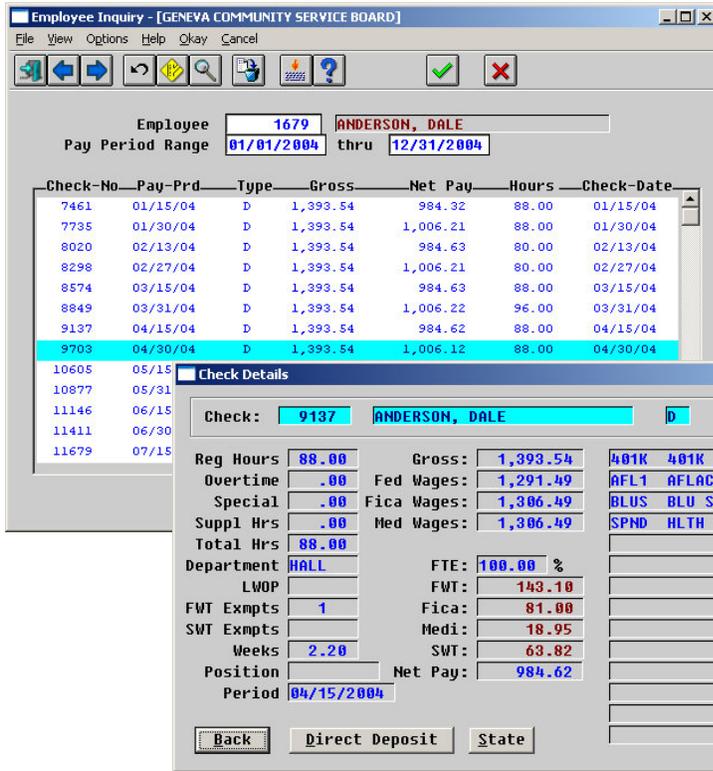
The Employee Account Inquiry screens enable users to quickly lookup and answer questions about how much someone was paid between any dates or how many hours they worked. It is a complete history of each pay check or direct deposit showing taxes, hours, deductions, exemptions, earning codes and more. This can also display the exact direct deposit accounts the selected pay record used. Leave balances can also be displayed as well as grand total dollar amounts.
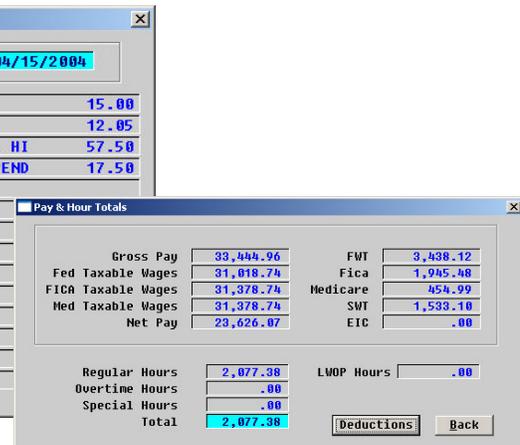
OUTSIDE PAYROLL

Some organizations prefer to use an outside payroll service such as Ceridian, ADP or Paychex. The Geneva payroll module is optional and we have developed interfaces from these outside payroll systems to the Quantum General Ledger.

OTHER FEATURES

Demonstrations of Quantum can be delivered through webex at your convenience

Manual Checks

Quantum accommodates manual payroll check transactions. Users can enter amounts, taxes and deductions, print an edit list and then post the transaction to the live Payroll tables.

Void Checks

Manual and Computer generated checks (and Direct Deposits) can be voided easily by entering the check number, and then supplying a void date.

W2 processing

Quantum prints matrix or laser W2 forms and creates the electronic file to be transmitted to the government. Geneva also provides a download from our website for the AccuWage program. Use this program to analyze and test your electronic W2 file before transmitting to the federal government.

Users can make manual adjustments to W2 amounts and print the forms at any time.

Leave Without Pay

This payroll module handles Leave without Pay hours by allowing the payroll person to enter them during the payroll cycle. The system detects if an employee is on LWOP during the payroll calculation and then uses the employee's default hourly rate to calculate their gross wages based on the actual hours they worked. The number of hours in the pay period may change each month.

HCRS (Health Care and Rehabilitation Services) in Vermont has been using the Quantum Payroll module since 1997.

PAYROLL REPORTS

The Payroll module comes standard with many reports including New Hire report, Salary Analysis report, Deduction History report, Terminated Employee listing, Service Anniversary reports, Birthday lists, Workers Compensation reports, 941 worksheets, State Quarterly Tax reports, Total Summary report, Employee lists, Direct Deposit Account list, Attendance Entry worksheet, Job Category/EEOC reports, Overtime and Sick Pay reports, Employee Check history reports and more.

Geneva has installed the Quantum payroll system in many Mental and Behavioral Healthcare organizations across the country. The size of each customer ranges from less than 50 employees to more than 4000. Quantum is very scalable to the size of your specific organization and has the features and horsepower to grow with you. Centerstone, of Nashville Tennessee, is one of Geneva's largest clients and they use Quantum's payroll module to process semi-monthly payrolls for over 4000 employees. Centerstone also had the problem of not knowing exactly where people worked before each payroll was performed. Apparently the time sheets for the salaried employees lagged about one week behind the actual payroll. Geneva solved this problem by importing the actual time. records from their CenterNET clinical system and developed a Payroll Re-Allocation program that

Centerstone began using Quantum in 2003

Consumer Job Wage System

Geneva has developed a Consumer Job Wage module for MR centers. This module is integrated with the Payroll, Accounts Receivable and General Ledger Modules. It handles Piece Rates, Commensurate Rates and Time Studies for Consumers.

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