



## Payroll Solutions

What should you expect from your Payroll software system?

### Timely & Accurate Processing

*Being late with the paychecks is never an option and the INTERAC Payroll system is the ideal solution to provide the reliability you expect. Heads down data entry screens optimize efficiency, while there are built-in safeguards to prevent entering obviously erroneous data. The opportunity for a final edit before checks are printed also helps to avoid time consuming mistakes.*

### Flexibility

*One of the most powerful features of the INTERAC system is its flexibility to adapt to the specialized needs of almost any company. Utilizing the various user defined options, the INTERAC Payroll system can easily adapt the specialized needs of retail, hospitality, restaurant, construction, manufacturing, etc. It handles multi-state and multi-union requirements easily.*

### Integrated Reporting

*The INTERAC Payroll system includes all the necessary tax reporting, making it easy to manage both federal and state reporting. There are a series of specialized report formats for earnings reports, union reports, certified reports, quarterly reports, and of course, the integrated custom report generator. Use the standard set of reports that come with the system as they are, or as templates which can be customized to suit your specific needs. Sharing all this information is also easily streamlined with our integrated Human Resources Manager and Report Manager options.*

### Selecting The Right System

*Intersoft Systems understands that our software is a tool to make you and your clients more successful and profitable. More than 30 years of service to a loyal and satisfied customer base is a testimony to Intersoft's ability to deliver results. We welcome the opportunity to introduce our company and the INTERAC product line to you.*

### Easy Ways to Deploy INTERAC Accounting Solutions

*INTERAC applications are compatible with current business editions of Microsoft Windows personal computer and server operating environments.*

#### Traditional Server Implementation

*For typical multi-user workgroups Intersoft recommends the most current Microsoft Windows Server operating environments with Terminal Services (Remote Desktop Connections). For customers who prefer to purchase the server pre-configured, Intersoft is happy to supply HP servers with the INTERAC applications set up and ready to use.*

#### File Server Implementation

*INTERAC may be configured to run from networked PC's, sharing data files which are shared from a file server. This environment will work for smaller workgroups, but is not recommended for installations with more than five users.*

#### Desktop / Laptop PC Implementation

*INTERAC applications are compatible with current business editions of the Windows desktop and laptop operating systems.*

#### Hosted Server Implementation

*For users preferring not to own the hardware or software, but simply prefer to utilize a web-based system, Intersoft offers hosted configurations.*

The logo for INTERSOFT. The word "INTERSOFT" is in a bold, blue, sans-serif font. The letter "S" is stylized with a vertical line through it. The background is a blurred image of a calculator.

## INTERAC Payroll Solutions

### **Intersoft Systems, Inc.**

*Intersoft has continued to develop and support the INTERAC suite of applications since 1982 and has an established base of satisfied users all across the United States and Canada. Although computer hardware and operating systems have changed dramatically, and INTERAC has had numerous additions and revisions, the underlying core applications have remained stable throughout the years.*

*At Intersoft we take pride in our reputation and go out of our way to respond to customer needs. We value customer feedback and requests which are used to direct our development team. Many of the new applications and features in INTERAC come about as a direct result of user input.*

### **INTERAC Payroll Solutions**

*The INTERAC Accounting System's suite of applications provides comprehensive support for the needs of a wide variety of businesses with fully a featured Payroll system which is tightly integrated with the other related applications.*

*The system is rounded out with applications to help streamline your operations. What makes INTERAC really easy to use are its "Manager" applications which are designed to make the data readily available to staff and clients in an easy to use format.*

*One of the most dramatic enhancements to the INTERAC suite has been the addition of a fully integrated Document Management system, which serves to reduce the mountains of paper that are piling up in almost every office, while providing instant access to a wealth of documentation directly from within the INTERAC system. External documents can now be scanned and associated with the appropriate records within the system while anything that is printed from an INTERAC application can now be sent directly into DMS. Save time, space, and money while significantly enhancing the availability of information.*

### **Microsoft Windows based**

*INTERAC is compatible with current Microsoft Windows operating systems and works equally well in a server/workgroup environment or as a standalone installation. The system is completely scalable, supporting single users or enterprise installations alike.*

*INTERAC also supports wide area network installations for remote offices or worksites with appropriate levels of system access controlled by INTERAC security settings.*

*Whatever your current needs, INTERAC can be configured appropriately with the flexibility to grow with you as your needs change. Intersoft continues to monitor the constant changes in computer hardware to maintain compatibility with a broad range of hardware. As a Microsoft Registered Partner we keep up to date with the latest changes in Windows operating systems.*

### **Easily manage Multi-Client installations**

*INTERAC is designed to make it easy to set up and manage an unlimited number of client companies and divisions. There is a great deal of flexibility built into the system. Each company or division can be totally independent, or may share data.*

## Payroll

The INTERAC Payroll application provides extensive features to accommodate the special needs of the construction trades. Beyond keeping track of employees and their earnings and producing payroll checks, this module is tightly integrated with the INTERAC Job Cost, Document Management System, and HR Manager.

Following are some of the key capabilities included in Payroll:

- Supports employees working in up to 11 different states, including state reciprocity
- Direct deposit capabilities
- Certified Payroll requirements fully supported
- Multiple Union benefits deduction calculation & tracking
- Workers Compensation Insurance calculations
- 99 user defined earnings codes for bonuses, benefits, etc.
- 99 user defined deduction codes for retirement plans, Sec. 125 plans, garnishments, etc.
- Alternate rate file accommodates pay rates based on job, locality, union, job classification, job phase, or department
- Supports electronic filing for W2, 1095 (ACA) & 1099
- Use complete laser check, W2, 1099, 940, 941, 943 form capabilities
- Manual Check option for special circumstances like layoff checks
- Integrated report writing capability
- Supports Positive Pay confirmation with your bank

### Pay & Deduction Information

The INTERAC Payroll system provides for flexible set-up and calculation of earnings and deductions. Salary, regular rate, and up to four overtime rates are available for each employee. The system handles both standard overtime and premium time. If desired, an Alternate Rate File can be utilized to store variable, regular and overtime rates based on state, locality, union, job classification, job, phase, and department. These rates are automatically accessed during payroll data entry. If prevailing wage rules are in effect, the system can automatically select the higher of the two rates (standard or alternate) as required.

Up to 99 miscellaneous deductions are available as well. The user defines how these deductions are calculated, taxed, and the frequency they are withheld. Deduction amount limits can also be assigned. Items such as dues, loans, insurance, 401K plans, Cafeteria plans, and garnishments can be handled in this manner. An Alternate Deduction File is available to allow for automatic deductions based on union, job, or job classification.

Up to 99 Other Pays can be set up. These are used for such items as bonuses, tips, benefits, etc. The calculation method and tax liability is user defined for these fields. The system handles the normal taxing requirements for FICA, FWH, Federal Unemployment, SWH (all states), State Unemployment, State Disability Insurance, and Local taxes.

### Error Prevention & Correction

Maintaining the accuracy of the accounting data is vital in maintaining the confidence of the management team that their decisions are based on reality. INTERAC is always keeping watch over your data entry providing warnings if there is a potential problem, and preventing the entry of obviously incorrect data.

One of the strengths of INTERAC is the opportunity it provides for you to verify and edit your data before it gets posted throughout the rest of the system. An edit report is generated which flags potential problems in the data, helping you locate and correct keying errors before posting.

## Data Entry Options

In addition to entering data directly into the payroll system, data can be entered in using these additional options:

- Direct Data Entry in Payroll
- Spreadsheet Templates
- Time Clock Systems
- Time Tracker

### Heads down data entry for efficiency and accuracy

We have gone out of our way to design the journalizing and data entry screens to maximize efficiency and ease of use. Although a typical Windows graphical user interface is utilized, as much as possible, INTERAC utilizes numeric codes so that journalizing is done primarily using the number pad and doesn't require the use of a mouse.

Automation options allow many of the input fields to be populated with default values, speeding data entry and eliminating keying errors. In most cases, you also have the option to override the default values for those occasions where the values are different.

### Time Tracker

Time Tracker provides remote data entry and reporting tools for clients wanting to enter their hours and have immediate access to the data. It is designed to be very simple to use and can significantly streamline the payroll process. Beyond simply capturing the data, Time Tracker also provides a very useful set of reporting tools.



### Spreadsheet Templates

Many users prefer to use spreadsheet templates for remote data entry. With InterLink, these can easily be imported directly into Payroll. INTERAC's InterLink capability allows users to easily import data created by other third party programs into Payroll. Users are not limited to using a spreadsheet program to create data; InterLink can access files in a variety of formats including Excel, ASCII, and CSV. This flexibility, provides a true "Link" between INTERAC and other software products.

INTERAC is also compatible with a wide variety of third party time clock systems. If their existing system supports any of the standard output file types, there is no need for your clients to abandon their existing time capture solutions to accommodate INTERAC Payroll.

### Seamless integration with 3rd party applications

INTERAC is fully ODBC compliant and will share data with a variety of other applications such as specialty estimating software, scale systems, Excel, Access, etc. It is very easy to import, export, and share data with a wide variety of other applications, so if you have a special need to maintain connectivity to existing systems, INTERAC can help. In most cases routine importing and exporting can be automated using the INTERAC Job Stream application assuring that the same steps are repeated in the proper sequence every time.



**Check Writing**

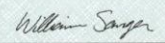
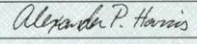
The INTERAC Payroll system will print checks in order by employee, department, location, or any other code you desire. All current pay and deduction information and YTD totals will print on the check stub, or print only stubs and not the complete check. Additional options allow printing the amount of the check in alpha characters and the signers name above the signature line for better check protection.

Several layout options are available, including an expanded stub and a direct deposit earnings statement. The layout of the check provides employee information on top and the actual check on the bottom. INTERAC supports pre-printed or complete laser printed checks on a wide range of laser printers. Complete laser checks are easy and cost effective. Forms costs can be reduced by using blank check stock. Logos and even signatures can be printed on the checks. Pressure sealed self-mailer laser checks are also available.

Checks can be printed in user defined batches by employee, union, department, location. If necessary, it is possible to re-run checks. A Check Register, listing each check printed by check number and amount, prints with each run of checks.

INTERSOFT CONSTRUCTION, INC.		EMPLOYEE INFORMATION		05-31-05		
Employee number:	20	Tax status:	M			
Employee name:	GRIG JAMES LEOPOLD	Exemptions:	2			
Social security #:	402-51-8444					
Department:	2	Pay	Hours taken	Remaining		
Date hired:	01-01-2000	Vacation	.00	36.00		
		Sick pay	.00	36.00		
YEAR TO DATE						
REGULAR	18,244.16	FWH	14,832.78	U DUES	537.30	
OVERTIME	561.76	FICA-S	1,369.61	INSUR	1,050.00	
BONUS	5,200.00	FICA-H	320.31	401K	1,330.96	
REIMB	100.64	SWH-OR	5,579.73	CAFET	446.94	
TRAVEL	50.00			LOAN 1	2,025.00	
EXPENS	300.00			LOAN 2	675.00	
				GARN 1	389.86	
				GARN 2	195.96	
TOTAL WAGES		22,345.40	TAXES	22,102.43	DEDUCTIONS	6,651.02
CHECK # 5139 PAY PERIOD 05-21 to 05-31-05 CHECK DATE 05-31-05						
Earnings	Rate	Hours	Gross	Taxes	Deductions	
REGULAR	18.7255	80.00	1,498.04	FWH	272.04	
OVERTIME	28.0883	10.00	280.88	FICA-S	115.87	
BONUS			100.00	FICA-H	27.10	
				SWH-OR	145.00	
TOTAL EARNINGS			1,878.92	TOTAL TAXES	560.01	
				TOTAL DEDUCTIONS	241.53	
				NET PAY	1,077.38	

Please detach this portion and retain for your records.

Intersoft Construction, Inc.		Oregon Bank		5139
<b>INTERSOFT</b>		4500 SW Hall Blvd.		
P. O. Box 1050		Beaverton, OR 97008		
503-644-3761				
PAY: ONE THOUSAND SEVENTY SEVEN DOLLARS AND 38 CENTS				
DATE	CHECK NO.	AMOUNT		
05-31-05	5139	*****1077.38**		
PAY TO THE ORDER OF	GRIG JAMES LEOPOLD			
	P. O. BOX 150			
	BEAVERTON, OR	97005		
		  AUTHORIZED SIGNATURE		
#005139# 1001234567# 890129875#				

**Complete Laser Forms & Checks**

INTERAC supports a full range of laser generated tax forms including W2, 1099, 940, and 941 to streamline your reporting. This will also reduce the cost of using pre-printed forms.

Using laser generated checks will allow you to take advantage of the significant cost savings of blank check stock instead of pre-printed checks. Pre-printed checks can cost between \$0.15 and \$0.30 each compared to as little as \$0.08 each for laser checks using blank check stock. It also eliminates the security issues associated with keeping printed check stock in the office. INTERAC security settings control who has the ability to print checks.

This information is being furnished to IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this information is not reported to IRS.					
<b>Copy C--For EMPLOYEE'S RECORDS (See Notice to Employee)</b>					
a. Employee's soc. sec. no.		1. Wages, tips, other comp.		2. Fed. inc. tax with hold	
b. Employer ID number (EIN)		3. Social security wages		4. Soc. sec. tax with hold	
c. Employer's name, address, and ZIP code		5. Medicare wages and tips		6. Medicare tax with hold	
d. Control number					
e. Employee's name, address, and ZIP code					
7. Social security tips		8. Allocated tips		9.	
10. Dependent care benefits		11. Nonqualified plans		12a. Code See inst. for box 12	
13. Statutory employee		14. Other		12b. Code	
Retirement plan				12c. Code	
Third-party eld. pay				12d. Code	
15. State Employer's state ID no.		16. State wages, tips, etc.		17. State income tax	
18. Local wages, tips, etc.		19. Local income tax		20. Locality name	

Form W-2 Wage and Tax Statement 2014 Dept. of the Treasury -- IRS

**Payroll Reporting**

The INTERAC Payroll system includes the ability to develop various types of custom-designed reports, each used for a specific purpose.

- The Earnings Register is an extremely useful report. This report can be designed to include all pay and deduction information for each employee for any time period, either on a detail, total, or combined basis.
- The Custom Report Generator provides the ability to totally customize a report. Data can be queried from Payroll as well as the Job Cost and Equipment Cost systems.
- The Union Report Generator program creates the various required union reports. Reports can print hours or gross pay for designated periods. Union dues withheld are shown in a separate column. Extended benefit totals are calculated based on the individual union's criteria. A total of benefits and dues withheld are listed to show total amount due to the union.
- The Labor Distribution Report Generator creates reports which calculate and report tax, union, and overhead burden. The distribution of this report can be based on GL department, job-phase, Workers' Comp Code, and equipment. The reports can create entries in General Ledger, Job Cost, and Equipment Cost to accrue the payroll burden amounts. Workers' Compensation reports can also be created with this program.
- Complete Certified Reporting is also available. The system provides both summarized and detailed certified government reporting. Davis-Bacon and EEO information is easily included.

NRACPRB INTERSOFT CONSTRUCTION CO. EMPLOYEE EARNINGS REPORT												Page 1								
Accounting Date 12-31-09												11-02-12								
Accounting Date 12-31-09												10:04								
EMPL#	ST	LC	SI	DP	CL	UN	JOB	PHASE	EQ	CC	TRAN	UNITS	RATE	AMOUNT						
10 STACEY J. REIDMAN												CHK #:	5003	CHK DT:	09-07-12					
38	1	3	3	9	0	0	0	0	0	0	0	SAL	40.00	600.00						
												GROSS	40.00 *	600.00 *						
38	1	3	3	9	0	0	0	0	0	0	0	401K	600.00	1.00	12.00					
38	1	3	3	9	0	0	0	0	0	0	0	FLEX			10.00					
38	1	3	3	9	0	0	0	0	0	0	0	GARN			100.00					
												FWR		68.34						
												FICA-5		37.20						
												FICA-H		8.70						
38												SNW-OR		41.00						
												NET		322.76 **						
20 GREG JAMES LEOPOLD												CHK #:	5004	CHK DT:	09-07-12					
38	1	8	2	72	720	0	0	0	0	0	0	REG	80.00	18.7255	1498.04					
												GROSS	80.00 *	1498.04 *						
38	1	8	2	72	720	0	0	0	0	0	0	401K	1498.04	5.00	74.90					

NRACPRB INTERSOFT CONSTRUCTION CO. EMPLOYEE EARNINGS REPORT												Page 2	
Accounting Date 12-31-09												11-02-12	
Accounting Date 12-31-09												10:04	
105376 TOTALS													
REGULAR HOURS	200.00	FEDERAL INCOME TAX	373.44-	FEDERAL TAX DEPOSIT									
OVERTIME HOURS	.00	FICA-SOC SEC TAX	183.33-	EMPLOYER SOC SEC	270.63								
REGULAR PAY	3,058.04	FICA-MEDICARE TAX	42.88-	EMPLOYEE SOC SEC	183.33								
OVERTIME PAY	.00	STATE INCOME TAX	41.00-	TOTAL SOC SEC	453.96								
OTHER PAY	.00	STATE DISABILITY	80.00-	TOTAL MEDICARE	85.76								
GROSS PAY	3,058.04	LOCAL TAXES	.00	FWR	373.44								
DEDUCTIONS	540.60-	NET PAY	1,796.79	TOTAL DEPOSIT:	913.16								

STATE AND LOCAL TAX TOTALS						
STATE	GROSS	SNW	S01	LOC CODE	GROSS	LWH
OR	2,098.04	41.00-	.00	38-01 OR-01	2,098.04	.00
WA	960.00	.00	80.00-			
TOTAL	3,058.04 *	41.00 *	80.00 *			.00 *

OTHER PAY AND DEDUCTION TOTALS						
OTH CODE	DESCRIP	OTH UNITS	OTH PAY	DED CODE	DESCRIP	DED
TOTAL			.00 *	02	INSUR	100.00-
				03	401K	86.90-
				04	FLEX	39.96-
				05	GARN	107.00-
				06	CH SUP	80.00-
				08	GARN 1	122.74-
				18	GARN 2	3.00-
				20	INSUR	3.00-
				TOTAL		540.60 *

The system comes with a variety of pre-designed sample reports from all the above report generation programs. These designs can be used as they are or easily tailored to specific needs. The ability to easily design unique reports from scratch.

Using Report Manager, a flexible menu of available reports can be set up for each user on the system. To run a report, users need only login to the system and choose from their customized menu which report to view or to print. Through InterLink, any reportable data can be exported into a spreadsheet. Using Visual Link ODBC tools, Payroll data can be imported or linked into external spreadsheet and database programs. InterLink or Visual Link enable offline data manipulation.

These unique report generation capabilities are extremely easy to use, and make the INTERAC accounting products very powerful and flexible.

## Report Manager

Knowing that an accounting system is only as good as the information you can get out of it, one of the significant strengths of INTERAC is its built-in custom reporting capability. Our Design Custom Report function is available in all the primary INTERAC applications. Payroll also contains specific report writers designed for the unique reporting needs. You have complete control over the report information because they all use the same intuitive user interface and functions.

Pre-designed sample report formats are provided with each INTERAC application. These designs can be used as is or modified. The Sample Report Designs are easily used as templates for new reports, adapting them to meet your specific needs. It is also easy to create multiple versions of a report if you have several people looking at similar information, but want to see it formatted differently.

Give your team and clients with instant access to all the data they need, in a format that suits them. Report Manager is a tool that will execute any INTERAC generated report on demand, providing a current look at critical information. Many reports utilize filters and conditions which may be set and changed with each report run. Each user's menu can be customized to present only the appropriate reports.



## HR Manager

Make it easy on your HR Manager by keeping your employee files in electronic format and provide immediate access to the appropriate personnel. INTERAC Security enables complete access control to this sensitive data. HR Manager keeps track of personal information, contact information, earnings history, and provides instant access to associated documents like employment applications, W4's, I-9's, drug test results, certification documents etc.

## Document Management System (DMS)

Save time, space, and money while significantly enhancing the availability of information. Reduce the mountains of paper that clutter your office, taking up valuable space in your file cabinets and storage areas, by implementing the fully integrated INTERAC Document Management System.

DMS associates all sorts of documents directly with the appropriate employee records, making them readily available in the system. Documents may be added in three ways. Any document printed from an INTERAC application can be sent directly into DMS. Any External documents are added either by scanning, or attaching pre-existing pdf documents as needed.

In Payroll, copies of paychecks are automatically added and external data like employment applications, I-9 forms, job certifications, drug test results and other HR related documents may be also be associated directly with the employee's record. The Document Management System also enhances HR Manager by providing direct access to all the related documentation from the INTERAC Payroll system. Use DMS to share documentation with clients, either by creating archived copies, complete with a standalone DMS viewer, or by providing them with remote access to HR Manager through a hosted server.

## INTERAC Accounting System Applications

- **Payroll**
- **Human Resources Manager**
- **Document Management System**
- **Laser Check Package**
- **Laser Forms Package (W2, 1095, 1099, 940, 941, 943)**
- **Report Manager**
- **Accounts Payable (Payroll Deduction Management)**
- **Time Tracker (Remote Payroll Data Capture)**

## System Requirements & Recommendations

- **Server Recommendations**
  - *Windows Server 2008 / 2012 with Terminal Services*
  - *The server can be on premise or a hosted web server*
- **Workstation Recommendations**
  - *Windows 7 Professional*
  - *Windows 8.1 Professional*
  - *Windows 10 Pro*
- **Hard Drive File Storage Recommendations**
  - *40 GB minimum hard drive space available for INTERAC system and data files*
- **Scanners for Document Management System**
  - *Canon DR Series Workgroup and Departmental Scanners*
- **Laser Printers**
  - *HP LaserJet networked printers*
- **Implementation Support**
  - *Intersoft offers hardware sales, setup and implementation services for INTERAC users.*