

## Highlights

- › Quick employee set up with user defined defaults
- › Flexible user defined earning, deductions and taxable benefits
- › Lieu option that manages banked hours in lieu of payment
- › Timesaving copy feature for quick company set up in multi-company installations
- › Intuitive Timesheet Entry windows for increased productivity and accuracy
- › Unlimited free form notes that can be entered with timesheets and describe work performed
- › Handy expense reimbursement on regular or separate cheque
- › Rate Change feature that allows new rates to be phased in, even in the middle of a pay period. Change history is stored indefinitely
- › Direct Deposit feature with optional deposit to separate savings account
- › Browses and inquiries that show full stub detail for every pay run
- › Flexible T4 creation with handy adjustments processing
- › Seamless interface with Project Costing, General Ledger and Standalone Timesheet Entry
- › Multi-user and multi-company
- › Practical support options, training and customization available

## Canadian Payroll

Aspire Payroll combines intuitive windows, comprehensive employee set up options and **flexible options for earnings, deductions and taxable benefits** to help you produce accurate and timely pay runs.

Each employee is initially set up with standard user defined deductions. Individual deductions can be added as required. Deductions and taxable benefit amounts, maximums, frequencies and employer contributions can be customized for the employee. Plenty of options are available such as placing a deduction on hold and skipping a deduction for one pay period. **Several methods for tracking vacation pay** can be used, like tax and accumulate, tax and pay and accumulate only.

The **direct deposit option** is easy to configure. Employees can choose to deposit a portion of their pay to a savings account, conditionally based on hours worked or dollars earned. **Savings deposits** can be a fixed amount or a percentage of net earnings and can be deposited into the same bank account as the rest of the pay or a different bank and account altogether. Direct deposit can easily be changed to payment by cheque on individual pay runs, and the deposit to savings can be skipped for one or more pay runs directly from the payroll window.

The **intuitive payroll entry windows** have browses and selection boxes that help you get each timesheet entered quickly and correctly, with a seamless interface to Project Costing and General Ledger. A convenient Missing Timesheets Listing pinpoints employees whose timesheets are incomplete or not yet entered and will even identify timesheet variances in the regular work hours expected for each employee.

A pay run can be created in seconds with **deposits and cheques in the same run**. Multiple cheques can be entered for the same pay period and employee as well as manual, vacation or termination cheques. Earnings, deductions and taxable benefits can be adjusted on any cheque.

All employee payroll data is available in one location, including earnings, deductions, taxable benefits, adjustments, lieu banked and taken, vacation earnings, insurable earnings history and stub detail for every pay run. This module offers an **exceptional selection of reports** for almost any type of payroll related information.

T4s are automatically created when the calendar year is closed. Editing is extremely flexible. When T4 adjustments are made, the employee record is updated and a detailed explanation is entered for audit purposes. No need to worry when you install Aspire Payroll part way through the calendar year. The convenient year to date update feature allows you to quickly record the details of past pay runs, produce year end reporting and create T4s for all employees.

**Request more information or a free evaluation today.**  
Visit [www.bedford-systems.com](http://www.bedford-systems.com) or call **1-800-819-4978**.

## Canadian Payroll Features

### General Features

- Multi-company, multi-user, and multi-dimensional security access with selective company control and a copy feature for quick, consistent setup of additional companies
- Seamless interface with Project Costing, General Ledger and Standalone Timesheet Entry
- Unlimited employees, earnings, deductions, taxable benefits, pay types, departments, cheques and deposits
- Flexible deduction codes offer many options for how deductions are calculated
- Practical support options, training and customization available

### Employee Setup

- New employees are automatically configured with the standard deductions you set up
- Individual deductions are added to the employee as required
- Planned employee rate changes can be entered in advance of the effective date and can be phased in, even in the middle of a pay period. Rate history is stored indefinitely
- Employees are assigned a pay type and department for grouping on pay runs
- Free form comments can be stored for employees

### Entering Time and Expenses

- Intuitive data entry windows provide fast, accurate entry of time and expenses, with browses and list boxes on every field
- The required project option ensures a project is used with every timesheet entry
- Unlimited free form notes can be entered to describe work performed and can be viewed from Project Costing on reports and inquiries showing resource costs
- Exceptions only proof listings save time and paper and include a Missing Timesheets Listing that identifies the employees whose time has not been recorded
- Project Costing and General Ledger interface detail can be verified *before* posting

### Payroll Processing

- One step payroll run creation for combined salaried and hourly employees
- Edit earnings, deductions, benefits, vacation and insurable earnings on any cheque
- Multiple cheques can be issued for one employee and pay period in the same pay run
- Mix direct deposits and cheques in the same run and reprint either if necessary
- Produce multiple pay runs for the same employee and pay period if required

### Adjustments and T4 Processing

- Auto reversal feature backs out a pay run, with a full audit trail, in one easy step
- Year to date adjustments can be entered for earnings, deductions, taxable benefits and insurable earnings
- Any T4 field can be adjusted, with full audit trail, explanation and synchronized updates to the employee record
- Adjustments inquiry window shows details of any adjustments made for an employee

### Inquiries and Browses

- Employee detail is available in one location, including earnings, deductions and taxable benefits history, full pay run detail for cheques and deposits, insurable earnings history, payroll, year to date and T4 adjustments
- Tax inquiries show current federal and provincial taxes and insurable earnings

### Direct Deposit Options

- Supports file formats for major financial institutions
- Choose from an assortment of deposit stub styles to print
- Flexible deposit options for employees including deposits to separate savings account
- Optionally override direct deposit in a cheque run without disturbing the standard deposit setup for the employee

### Reports and Listings

- An exceptional number of standard reports and listings are in this module, including flexible sorts, formats and selection criteria for tailoring each to your requirements
- Reports and Listings can be printed in hard copy or viewed in a window