

Time2Pay Offers More Than 50 Standard Reports

By Mary Girsch-Bock

Accuchex Time2Pay from Accuchex Corporation (877-422-2824; www.accuchex.com) is a web-based payroll services application aimed at mid-sized companies. For user convenience, Time2Pay offers users an independent platform and will run on either Internet Explorer 4.0+ or Netscape Navigator 4.0+. For viewing *.PDF reports, you'll need Adobe Acrobat 4.0, Ghostscript or Ghostview 5.0. Time2Pay is a full service payroll product that processes and delivers your payroll. It also handles all tax deposits and form filing.

After logging into Time2Pay, you'll come to the main

screen that offers a navigation bar with multiple levels. I found this navigation bar somewhat confusing and cumbersome. Clicking on an option takes you to another set of options, and you have to keep clicking until you get to the task that you want.

Once you become accustomed to the navigation, you'll find that Time2Pay allows you to enter in-depth information. You can enter five department levels and an unlimited number of position codes for your employees. After assigning the five department levels, you can click on Details to enter position codes and additional employee information such as title, pay grade, job effective date and a detailed job descrip-

tion. An optional Human Resources (HR) module is also available that seamlessly integrates with Time2Pay.

When setting up employees, an option to assign supervisor codes and union codes is available. Various pay grades can also be set up according to position levels.

To set up company accrual rates, go to Company | Benefits Plans | Accruals. This allows you to determine what items need to be accrued, and enter the accrual frequency and maximum accrual amount. A section for insurance premiums to be entered is also available, along with a table that displays rates by age. Time2Pay also supports an unlimited number of earnings codes.

Processing is done in real-time. Once the payroll has been initialized by the system, the data-entry page appears. This page allows you to review the current payroll as is or modify it. You can also process a manual check if needed. If you are using a time and attendance product, you can import that information directly into Time2Pay. After payroll information has been entered, you can preview the entire payroll before submitting for processing. A nice thing about this feature is that you can edit and view the payroll as many times as necessary before you submit.

Time2Pay has multi-level security, allowing employees to view only their information

and limit what information, if any, they can modify. Employees can also request and view pay stubs online.

Time2Pay's strongest feature has to be its reporting capabilities. The system currently provides users with over 50 standard reports. Just pick a report from the report list, and provide the specifics that you desire. All reports are available in multiple formats, including *.PDF, *.CSV, *.TSV, Excel, ASCII and Word.

Time2Pay is a strong payroll program. Although I found the system navigation a little awkward, there is no question that this program has a lot of depth and could be the right choice for you. ■★★★★