

Analyzing Your Current Payroll System

Before you begin the search for new payroll software, you should analyze your current payroll software capabilities and payroll procedures. This will help you to identify more specifically the areas where current and future business needs are not being met. This in turn will help guide your new payroll software selection.

Payroll Function	Evaluation Criteria Does Your Current Payroll Software . . .	Meets Needs	Doesn't Meet Needs
Business Organization	Allow assignment of codes that accurately reflect your business structure (for example multiple employers, divisions, departments, locations, jobs, projects, and more?)	☐	☐
Payment Policies (Earnings)	Allow earning codes to be defined that accurately reflect your payment and reimbursement policies for each employer, employee, and contractor in your business?	☐	☐
Employee Time Collection and Processing	Accurately and easily collect and process time information (including) regular time, overtime, illness, vacation, bonuses, and labor allocations) with timesheet entry templates and/or interfaces with external time collection systems?	☐	☐
Accruals and Attendance Tracking	Accurately, easily, and flexibly accrue time for employee attendance plans (such as vacation, personal, and illness) and track and report each employee's accrued, taken, and available balance hours for each plan?	☐	☐
Deductions	- Allow you to define deductions from pay for each employee (such as insurance premiums, savings plan contributions, union dues, loan repayments, garnishments, tool purchases for the job, tax-deferred contributions, and charitable contributions)? - Allow you to easily and flexibly manage the deductions with rules such as withholding frequencies, calculation methods, employer matching, and accumulating in arrears?	☐	☐
Payroll Processing	- Allow you to set up user-defined pay groups and then quickly and accurately perform gross-to-net calculations that include earnings, deductions, and tax withholdings and create check information for the current pay period? - Allow you to run a "trial payroll" gross-to-net calculation process and reports to ensure that all amounts balance prior to creating history records and printing checks?	☐	☐
Printing Checks and Direct Deposit Advices	- Allow you to preview and print standard and customized checks and direct deposit advices for selected pay groups? - Support MICR (magnetic ink character recognition) printing on checks that meets bank standard specifications?	☐	☐
Banking	- Support the ACH (Automated Clearing House) Federal Reserve System standards for creating transaction files to the ACH member bank to process your employees' direct deposits and your company's tax deposit information required for depositing federal payroll taxes electronically? - Support State Disbursement Unit (SDU) Routing Numbers for electronic funds transfer (EFT) of child support payments?	☐	☐

Adp Payroll Procedures Manual

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