



focus on essentials

Infor VISUAL Payroll

Infor VISUAL Human Resources

discrete manufacturing

# Sophisticated Solutions for Managing Payroll and Human Resources



Fast, automated payroll processing

Fully customizable tax and reporting tools

In-depth performance management

Comprehensive security

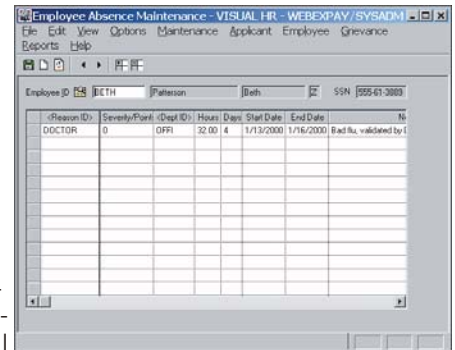
Integration for reduced data entry

Infor VISUAL Payroll and Infor VISUAL Human Resources provide companies with user-friendly, Windows-based software for payroll processing and human resources tracking and reporting. These applications offer state-of-the-art functionality, such as multi-company processing and consolidation, paid time-off tracking (including accrual and payment controls), and customizable reporting tools. They also use a flexible multi-level, operator-based structure for authorizing data access. This structure secures both the entry and display of payroll data at the employee and window level for designated operators ensuring the confidentiality of information.

## Infor VISUAL Payroll Overview

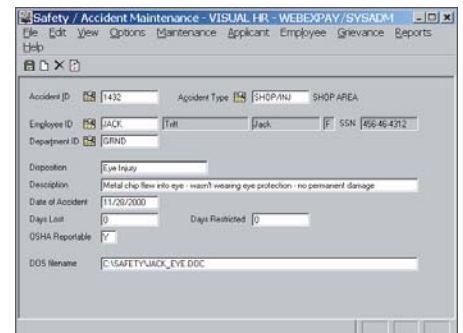
Infor VISUAL Payroll accommodates multiple pay schedules for hourly and salaried employees and contractors within a single company. With this application, you can process a mix of employee pay types within the same payroll schedule. Regularly updated, delivered tables in Infor VISUAL Payroll support all federal and state taxes within the United States. An easy-to-use electronic reporting utility helps you report tax information to authorities using compliant formats and allows you to modify those formats if necessary.

The open and flexible structure of Infor VISUAL Payroll enables you to define an unlimited number of earnings and deductions codes, including regular, 401(k), loan repayments, and tax add-to deductions. You can also assign priorities and limits to deductions and wage garnishments, set earnings and deductions to occur continuously or specify a processing frequency, and run "what-if" payroll calculations. Infor VISUAL Payroll offers a fully customizable standard reporting utility with data export capabilities. It also provides automated gross-to-net processing and check printing features that ensure accuracy and simplify payroll procedures.



## Infor VISUAL Payroll Features

- Captures earnings and hours from Infor VISUAL Enterprise, expediting payroll processing
- Allows you to define a standard template of earnings and deductions for employees with the AutoPay feature, then generates payroll automatically
- Features partial or full direct deposit of employee wages with an unlimited number of splits.
- Prints drafts for zero net wages
- Processes pre-tax deductions for Cafeteria Plans and Pension Plans
- Generates tax payments to authorities according to user-set liability schedule, including EFTPS requirements
- Prepares and transfers payroll processing journal entry information to Infor VISUAL Financials
- Offers standard traditional and fully customizable electronic tax reporting tools
- Supports multiple 401(k) plans for the company and automatic deductions for employees and company match
- Automates wage garnishment processing and accommodates priorities, limits, and arrears tracking and recovery
- Supports employee loan processing with definable priorities and limits





## Infor VISUAL Human Resources Overview

Infor VISUAL Human Resources tracks and maintains applicant and employee information in a single input workflow, seamlessly moving hired applicants' information into payroll records. Functionality-rich job posting and applicant tracking features keep data structured and organized, easing the process of making ever-so-crucial hiring decisions. User-defined code definitions ensure consistency in your data, while dramatically reducing input time.

The wide-range information pool within Infor VISUAL Human Resources allows you to track and maintain, in detail, employees' past and current job positions, pay, performance, education, union, seniority, grievance, safety and accident information. The application also includes a flexible time-off accrual system, which allows you to create as many plans as your business needs. It accommodates various policies on accrual increments, milestones, and carry forward, and links all applicable plans to individuals.

In addition to offering the option of accrual journal entry preparation, the application automatically deducts time-off used from accrued time, keeping your data up-to-the-minute. Infor VISUAL Human Resources also offers powerful security through its maintenance audit trail. This trail creates a date- and time-stamped record, including user ID, when saving employee master changes.

## Infor VISUAL Human Resources Features

- Tracks critical authority compliance data
- Provides effective workforce recording and performance management capabilities
- Features multi-level, reliable security, including an audit trail of modifications to employee records
- Offers job recruiting and hiring tools
- Automates time-off accrual and use tracking
- Provides dynamic links to electronic documents
- Maintains a list of company assets assigned to individuals
- Allows record keeping of union-related general, seniority, and grievance information
- Features a fully customizable standard reporting utility with data export capabilities

Src	<Code>	Tr	Description	Hour	Rate	Amount	%	<Base>	Pl	OT
F	PREM	E	OT PREM		5.2200				1	0.00
F	REGUL	E	DIRECT		10.4500				1	0.00
F	401E	D	401: EMP				12.00	G	1	0.00
F	HLTHM	D	HLTHM NH			56.36			1	0.00
F	DIR1	F	DIR 1				90.00	N	1	0.00

## Infor VISUAL Payroll and Infor VISUAL Human Resources Benefits

- Offer easy-to-use features
- Provide cutting-edge functionality at an affordable price
- Deliver better service to your valuable workforce
- Improve corporate awareness by maintaining up-to-the-minute data
- Adapt easily to your specific processing requirements with scalable and flexible system designs
- Ensure confidentiality and data integrity with comprehensive, multi-level security
- Integrate with other Infor VISUAL applications, eliminating redundant data entry and improving information accuracy
- Include complete documentation with step-by-step procedures
- Offer a powerful reporting tool that allows you to create custom reports and manipulate standard reports

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