

# Payroll Software Features and Requirements

payroll software, at the base. manages financial functions and compensation Additional features provide standard HR capabilities. recruiting tools and analytic operations.



## Core HR

☐ Employee records, benefits management, PTO tracking, document storage

## Payroll Management and Processing

☐ Payroll tracking, direct deposit, 401k contribution tracking, bonuses and deductions

## Recruitment and Employee Lifecycle

☐ Job posting, social recruiting, ATS candidate portals, onboarding

## Workforce Management

☐ Time tracking, attendance and absence management, PTO, scheduling

## Compensation Administration

☐ Worker's compensation, minimum Wage adjustment, base salary administration

## Tax Services

☐ Tax calculation, social security taxes, tax document completion, tax filing/sending

## Reporting

☐ Budgeting, forecasting, generate payroll reports, financial projections, drill-down

## Compliance Management

☐ 401k compliance, HIPAA compliance, EEO/OFCCP compliance, ERISA compliance

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