

# Huckstep & Associates, LLC

*Certified Public Accountants*  
Huckstep Add-on Products



**Featuring**

**Huckstep Timesheets**

*Abra HR to MIP Payroll Integration*

*Web Time*

**Huckstep Abra Payroll to MIP General Ledger**

# Huckstep Add-Ons

800-269-6466

www.huckstep.com

## Huckstep Timesheets

Process Group	Employee I	Last Name	First Name	Class	Position	Emp Type	Hour
ABRA	106	Brown	Virgil	SOFTWARE	Manager, Engi	RFT	0
ABRA	EVENING	Evening	Sam		Programmer I	RFT	82

Earn Code	Hours Work	Dist Code	Pay Rate	Amount	Description
Mileage	34.00	EVENING	.0000	\$15.13	Employee Timesheet
Wages	48.00	EVENING	33.7500	\$2,700.00	Employee Timesheet
*	0.00	<Default>	.0000	\$0.00	
82.00		\$2,715.13			

Charge Hours	Percent	Fund	Grant	Progr	Dept	117
24.00	29.27 %	01	101	101	101	1
16.00	19.51 %	05	301	301	301	1
42.00	51.22 %	06	201	201	201	1
* 0.00	0.00 %					
82.00	1.00					

Leave Code	Hours Taken	Hours Accrued
VAC	0.00	0.00
*	0.00	0.00

Process Group	Employee I	Last Name	First Name	Class	Position	Emp Type	Hour
Admin	760	Smith	Maralyn Miki	IST	Teacher	FT1	0
Admin	Jeffries	Jeffries	Dana	201	Program Rep	Exempt	34
Admin	Martin	Martin	Anna Belle	301	Administrator	Exempt	0
Admin	Michaels	Michaels	Scott	201	Administrator	Exempt	0
Admin	Otoole	OToole	Ken	101	Program Rep	Non Exempt	0

## Features

- End users significantly increase employee efficiency through a single source data entry for payroll attributes
- Significantly reduces the time necessary for payroll time entry
- Enter paid time, modify the charge hours in the distribution, and enter leave time in one easy step
- Extensive capability to create calculated leave accruals
- Select your own colors in the time entry grid
- Provides the ability to integrate with time clocks or other timekeeping devices
- Related modules available:
  - *Abra HR to MIP Payroll Interface*
  - *Web Time*



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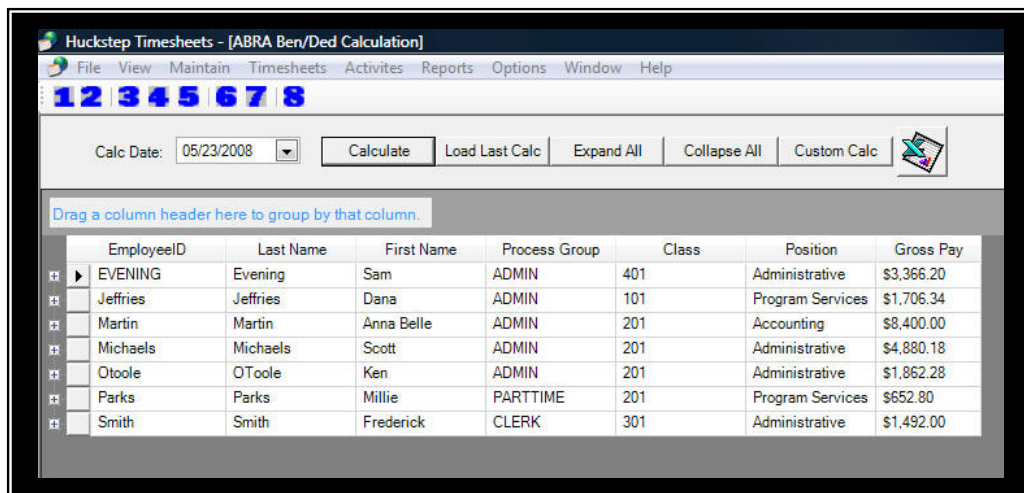
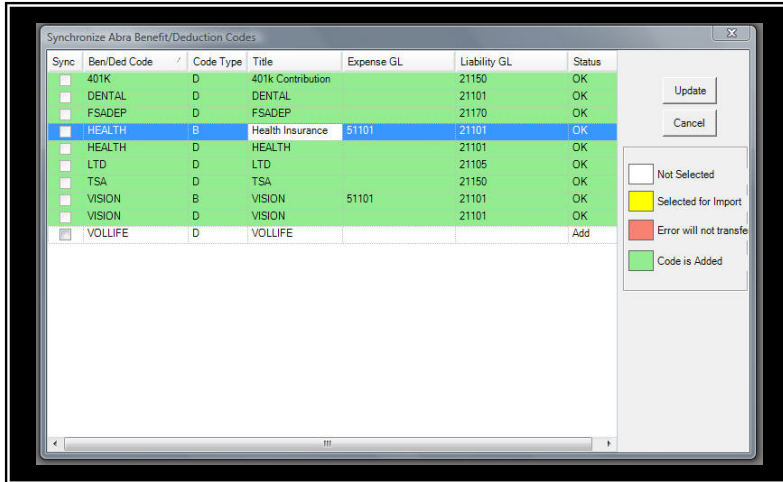
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## Abra HR to MIP Payroll Integration *Related Module to Huckstep Timesheets – See Flow Chart Insert*



## Features

- Sage Abra HR automates the complicated benefit and deduction calculations for Sage MIP Payroll, and the calculated values are electronically brought in to timesheets in Sage MIP Payroll
- Abra HR manages governmental compliance requirements of EEO, OSHA, COBRA and HIPAA, and automates your work in this area
- Transfer of Human Resource Demographics by mapping the Sage Abra fields to the Sage MIP fields
- Allow single source initial entry in Sage Abra HR with electronic synchronization to Sage MIP Payroll
- Insures consistent information between your Sage Abra HR software and your Sage MIP Payroll software



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**Web Time** *Related Module to Huckstep Timesheets – See Flow Chart Insert*

The screenshot shows the Huckstep Timesheets application interface. At the top, there are navigation icons for My Record, Clock In/Out, Timesheets, Expenses, Activities, and Logout. Below these are buttons for Approve All, Un-Approve All, Approve Selected, Un-Appr Selected, Submit, and Reports. The main area displays a table of employees and their time entries. The table has columns for EmployeeID, Name, Process Group, Class, Employee Type, Appr Wk Hrs, Appr Lve Hrs, and LveBal. The first employee listed is EVENING, Evering, Sam, with a Process Group of ADMIN, Class of 101, and Employee Type of RFT. Below this, there is a detailed table of time entries with columns for Apprd, Work Date, Cost Center, Work Code, Wk Hrs, Lve Taken, leave Code, Leave Hrs, Amount, and Description. The first entry is for 2/27/2007, Main Location - D, Mileage, with 0.00 Wk Hrs, 0.00 Lve Taken, and 50.00 Amount. Other entries include Administration - Ge Wages, Main Location - D Wages, and Sick10. At the bottom, there are buttons for Jeffries and Michaels.

The screenshot shows the Huckstep Timesheets application interface for a specific date. At the top, there is a calendar for May 2008, with the date Thursday, May 22, 2008 selected. To the right of the calendar is a form for entering time for that date. The form includes fields for Clocked In (08:00 AM), Timeout: from, Lunch: from, Timeout: from, and Clocked Out. There is also a Day Work Notes text area and a Total Hours Worked field showing 0.00. Below the form is a table with columns for Cost Center, Wage Code, Hours, Description, and Approved. The first entry is for Central Office Admin, Wages, with 0.00 Hours and an Approved checkbox.

## Features

- Employees can only log time to their assigned work areas
- Overtime hours automatically calculated through work schedules
- Functions with web entry, time clock entry, swipe card, biometric, etc.
- Allows for tracking of unpaid time, supervisory entry of paid time off, or timesheet corrections
- Web-based entry of hours worked, expenses, and paid time off
- Web-based functionality for manager approval of staff timesheets
- Employees have the capability to view and print pay check information and W-2 information
- Stores multiple pay rates and multiple job codes



- Employees can only log time to their assigned work areas
- Logged work areas drive payroll distribution in accounting
- Combines web entry, timeclock entry, swipe card, biometric, etc.
- Allows for tracking of unpaid time, supervisory entry of paid time off and timesheet corrections

- Provides significant savings in staff time required to validate manual timesheets, and enter payroll hours
- Once all time is approved by supervisors, timesheets are electronically brought into Huckstep HR to MIP PR Interface



- End users significantly increase employee efficiency through the elimination of redundant data entry
- Insures consistent information between Abra HR software and MIP Payroll software

- Allows Sage Abra to do the complicated benefit and deduction calculations without keying the information in Sage MIP
- Significantly reduces the time necessary for payroll time entry



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## Huckstep ABRA Payroll to MIP General Ledger

The screenshot displays a software window with a menu bar (File, Maintain, Activites, Reports, Options, Window, Help) and a data table. The table is divided into two main sections. The top section shows a summary for Employee 101, Adams, Donald, with a check date of 10/15/2004, document ID 002D000466, a check amount of 6987.92, and a cash account of 11000. Below this is a detailed list of items with columns for Item Code, orglevel1-5, GL, Item Amount, Hours, and Item Description. The bottom section shows a summary for three other employees: 135 (Albright, Albert), 140 (Anderson, Rebecca), and 151 (Baker, Robert), each with their respective check dates, document IDs, check amounts, and cash accounts.

Employee I	Name	Check Date	DocumentID	Chk Amount	Cash Account
101	Adams, Donald	10/15/2004	002D000466	6987.92	11000

Item Code	orglevel1	orglevel2	orglevel3	orglevel4	orglevel5	GL	Item Amount	Hours	Item Description
E - 0001	01	301	401	101		5000	10,133.32	173.33	Regular Pay
D - 0050	02	990				2110	4.79	0.00	Dental Plan
D - 0051	02	990				2110	46.62	0.00	Medical Plan
D - 0050	02	990				2110	10.37	0.00	Dental Plan
D - 0051	02	990				2110	189.00	0.00	Medical Plan
D - 0050	01	301	401	101		5110	10.37	0.00	Dental Plan
D - 0051	01	301	401	101		5110	189.00	0.00	Medical Plan
T - CA	02	990				2105	548.08	0.00	CALIFORNIA
T - FED	02	990				2101	1,770.71	0.00	FEDERAL INCOME TAX
T - FMED	02	990				2102	146.93	0.00	FEDERAL MEDICARE TAX
T - FSOC	02	990				2102	628.27	0.00	FEDERAL SOCIAL SECURITY
T - EMP1	02	990				2102	628.27	0.00	EMPLOYERS SOCIAL SECURI
T - EMP2	02	990				2103	146.93	0.00	EMPLOYERS FED. MEDICARE
T - EMP1	01	301	401	101		5102	628.27	0.00	EMPLOYERS SOCIAL SECURI
T - EMP2	01	301	401	101		5103	146.93	0.00	EMPLOYERS FED. MEDICARE

Employee I	Name	Check Date	DocumentID	Chk Amount	Cash Account
135	Albright, Albert	10/15/2004	0008979	4462.38	11000
140	Anderson, Rebecca	10/15/2004	001D001144	598.25	11000
151	Baker, Robert	10/15/2004	0008980	4852.62	11000

### Features

- Transfer in Summary or Detail
- View detail of transfer by employee (even with a summary posting)
- Easily export details of transfer to Excel
- Payroll accrual functionality – including forward accruals
- Ability to verify the accuracy of your data before final transfer to Sage MIP
- Capacity to make changes to GL codes in Sage Abra and re-transfer data when necessary
- Capability to edit coding created by Sage Abra org levels prior to transferring to Sage MIP GL
- Transfer feature allows bank reconciliation functionality within Sage MIP



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