

# Payroll Services



Our Payroll offers a full suite of best-in-class payroll processing and administrative services that provides a single-source, comprehensive solution designed to assist all types and sizes of businesses. With decades of experience, our team streamlines the payroll process and complements it with leading-edge tools and resources that make us the trusted partner to clients in the banking, construction, restaurant and retail industries among others.

And the industry, our community and clients are taking notice. We are proud to make investments in our company that help protect yours and are honored to be recognized for our unmatched client service and innovative products and services.

Our suite of logically-integrated services helps our clients achieve their business goals quickly and efficiently. Start with payroll and tap into any of our other services to drive your business goals forward.

## ADMINISTRATIVE SERVICES

- » COBRA
- » Employee file maintenance
- » Retirement and 401k plan set-up
- » Risk Management
- » Section 125 plan set-up and administration
- » Accounting interface
- » Employee demographic interface
- » Worker's Compensation year-end audits
- » Worker's Compensation pay-as-you-go reporting
- » Benefits Administration
- » Time and attendance software and integration
- » Affordable Care Act (1094 and 1095 annual filings)

## HUMAN RESOURCE SERVICES

- » Applicant tracking and on-boarding
- » EEOC inquiries
- » Employee performance evaluations
- » I-9 review and permit authorizations
- » New hire reporting
- » Pre-employment screening
- » Qualifying/hiring new employees
- » Review of exempt versus non-exempt status
- » Termination assistance
- » Unemployment claims representation
- » Vacation/sick accruals and reporting
- » W-4 review and compliance
- » Employee background checks
- » Employee drug screening

## PAYROLL PROCESSING SERVICES

- » Certified payroll
- » Departmental reporting
- » Direct deposit (ACH)
- » Garnishments and deduction
- » Online reporting
- » Online access to payment records
- » Payroll check preparation
- » Payroll register
- » Affordable care act (1094 and 1095 annual filings)
- » State and municipality tax filing and payments
- » Federal tax filings and payment
- » Year-end W2s and 1099s

# Administration Services



## WORKERS' COMPENSATION PAY-AS-YOU-GO REPORTING

By participating in Pay-As-You-Go you can avoid pricey bills and large policy deposits. Pay-As-You-Go permits you to keep your current agent while allowing us to handle your automatic premium calculation on each payroll cycle.



## WORKERS' COMPENSATION YEAR-END AUDITS ASSISTANCE

By providing your auditor with the necessary reports at the end of your policy period, you will avoid major delays and compliance issues. Most carriers favor directly receiving a single package of reports from your payroll provider.



## AFFORDABLE CARE ACT ("ACA" 1094C AND 1095C ANNUAL FILINGS)

Our ACA experts will assist you in determining whether you are an Applicable Large Employer (ALE) and will help you maintain compliance with the applicable regulations. Our monthly and hourly analysis reports will also ensure compliance with your employees' stability and eligibility dates to avoid costly IRS penalties.



## TIME AND ATTENDANCE SOFTWARE AND INTEGRATION

We offer a fully integrated service that will help you manage and control your payroll cost. Our software makes it simple to keep track of job costing and projects by departments and positions. With multiple ways to collect time punches from physical biometric and iris recognition clocks, to web-based and mobile punching, you are able to collect employee punches through GPS fencing.



## BENEFITS ADMINISTRATION

Keep track of your employees' benefits eligibilities all while receiving an easy payroll deduction setup. With easy to use analytics and reporting, we can help you become more efficient in reconciling your benefit invoices at the end of every month.



# Human Resource Services

## ONBOARDING AND BENEFIT ENROLLMENT

Are you tired of endlessly storing employee documents? Take advantage of our paperless solution by easily capturing employee demographic information, federal, state and local tax forms, and client-specific documents electronically. With a welcome-aboard message center, company handbook acknowledgment form accessibility, and electronic signature functionality, storing new hire paperwork is now more efficient than ever.

Benefit enrollment provides new and current employees with a web based, easy to use way to sign up for benefits at either the start of employment or at open enrollment. This feature allows your company to better manage larger and more complex enrollments.

## I-9 REVIEW AND PERMIT AUTHORIZATIONS AND W-4 REVIEW AND COMPLIANCE

US Citizenship and Immigration Services requires that employers keep accurate and organized record of each employee's authorization to work within the United States.

We can assist you in reviewing all employee I-9 forms to determine they have been accurately completed and properly stored. I-9 forms are subject to inspection at any point by US government officials.

# Payroll Processing Services



## PAYROLL HOURS PROCESSING

Submit your employees' hours anywhere through any device on our secure website. Limited web access? Not a problem. Log your employees' hours and give your processor a call. We guarantee assistance submitting accurate pay, while assuring compliance with the Federal Labor Standards Act (FLSA) and all other wage and hour regulations.



## EMPLOYEE PAYROLL

The Employee Portal offers a modern, easy-to-use interface that works across smart phones, tablets, laptops and desktops. The Portal makes it easy for your employees to access the HR information, earnings statements and request time off.



## CERTIFIED PAYROLL

Our payroll specialists will guide you through Davis Bacon Act regulations and help you maintain compliance with all your federal projects. Once you process your payroll hours, we will provide you the WH347 certified payroll report for your submittal.



## REPORTING

Gain access to hundreds of reports and data to run and audit your business better than ever before. You have the option of using our powerful reporting system or you may choose to customize and save your own reports. Most reports are easily exportable to Microsoft Excel.



## EMPLOYEE PAYMENTS

Pay your employees with live checks through your bank account with an electronic signature, or take advantage of a more secure method by using our payroll's account. By using our account for live checks and direct deposits, you significantly eliminate the risk for fraudulent check and limit your bank reconciliation down to one banking transaction for each payroll.



## WAGE GARNISHMENT SERVICES

When you use our garnishment module to track, deduct and pay the garnishment, we guarantee compliance with all applicable state and federal regulations.



## PAYROLL TAX ADMINISTRATION

We offer a penalty free guarantee to administer all your applicable payroll taxes while monitoring your rates. The filing of payroll taxes can be complex and costly if they are not paid or filed within a timely and accurate manner. In using our payroll services, we will ensure you are compliant with the most current tax laws.

As your business expands into new states and jurisdictions, we will guide you to ensure you are compliant with all the applicable tax codes, regulations, and rates.



## YEAR-END W-2S AND 1099S

At year end, we include our W-2 and 1099 filing services at no additional cost. We guarantee W-2s and 1099s will be accurately printed and submitted to the relevant government agency within a timely manner.