

Payroll Service Overview

Written by Administrator

Sunday, 06 December 2009 04:19 - Last Updated Saturday, 30 April 2011 00:18

Recently you began your search for a better payroll service TODAY you found it

- Multiple Options, Your Complete Satisfaction

Payroll processing and reporting is our core service. Phone, fax or use our Platinum pay web access to send us your payroll and tax information. We will manage the precise calculations and details accurately and in a timely fashion.

- Employee Payment Options

Direct deposit or Mastercard debit cards are the preferred method of payment by employees and employers. It offers greater security, accuracy and convenience. After receiving your employee worksheet, payroll is processed and money is electronically deposited into employee accounts on payday. If you prefer to pay employees with paper checks, we can have your company logo and signature printed on them so checks come pre-signed, ready for distribution.

- Labor Distribution and Cost Allocation

Track employee labor by hours, dollars, or pieces and distribute them into custom departments defined by you. Get accurate costs, including employer paid taxes and benefits, of each job you do. These costs tie back into the general ledger report, which can be exported to your accounting software.

- Full Tax Service

With this service, we take full responsibility to calculate, collect and pay your payroll taxes accurately and on-time. In fact, we guarantee it. Federal and state taxes are paid electronically using EFTPS (credit) for federal taxes and the individual state system for any state (or multiple states). Our Tax Specialists will correspond with the IRS on your behalf. We also prepare and file all federal and state quarterly and annual tax returns, including W-2's.

- Reports

Each pay period we send you a complete payroll report package. Inside, you'll find processed payroll checks with essential management reports and supplies, including: Check-stub detail report and check register, inclusive of all direct deposit transactions; Complete tax report with all federal and state taxes for both employee and employer; A notice of cash needed to cover payroll expenses and tax liabilities; and employee listing worksheets to record your next payroll. Optional reports include: Sick/Vacation/Paid Time Off; Workers

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compensation; 401(k); Certified payroll; GL report; Employee history report; with other customized reports available.

- Workers Compensation Audits□

Upon request we offer our facility for workers compensation audit purposes. We provide the necessary reports, support, and answer any payroll questions the auditor may have.