

# PAYROLL SYSTEMS



INTEGRATION. ADMINISTRATION. **ACCOUNTABILITY.**





**ACCOUNTABILITY**

## **COMPLETE INTEGRATION OF EMPLOYEE COMPENSATION MANAGEMENT**

Payroll Systems offers tailored solutions for businesses of all sizes with dedicated customer service provided by experienced professionals. From payroll processing to integrated human resource management systems, we have the answer for your organization.

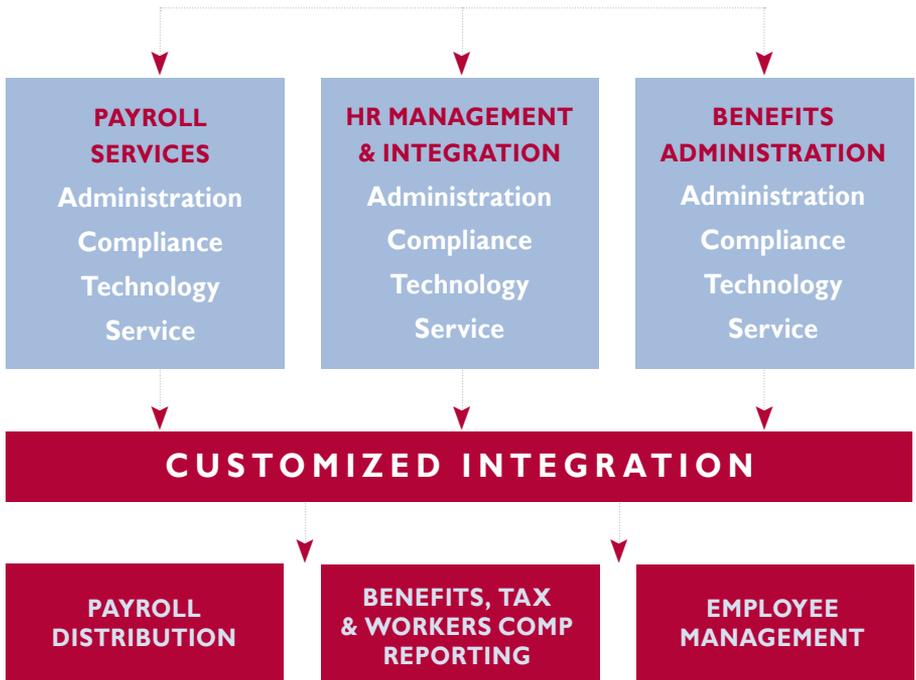
Advantages include:

- Flexible and comprehensive solutions that organize, integrate, and simplify complex business processes
- Liability reduction through diligent compliance systems, support, and oversight
- Accurate and reliable processing and reporting
- Secure data management and transactions

Online service or a real person  
on the phone—*each and every time.*

More than just a payroll solution, Payroll Systems reduces employer cost, liability and administrative burden through integrated payroll, benefits administration and human resource management systems.

## PAYROLL SYSTEMS



# PAYROLL SERVICES



**INTEGRATION. ADMINISTRATION. ACCURACY.**



## COMPLETE INTEGRATION OF EMPLOYEE COMPENSATION MANAGEMENT

Payroll Systems offers tailored payroll solutions for businesses of all sizes. From payroll processing, to integrated solutions incorporating payroll, human resources, time & attendance, and employee benefits, we have the answer for you.

We don't operate like the volume driven national corporations: our team delivers effective solutions with excellent service. We provide dedicated and experienced customer support based upon your preferred method: phone, fax or web.

### PAYROLL PROCESSING IN ALL 50 STATES

- Direct Deposits
- Official Bank Checks
- Employee Payroll Statements with Online Access
- Electronic Payroll Tax Payment Services

### TIME & ATTENDANCE SYSTEMS

- Web-Based Access
- Electronic Time Clocks
- Biometric Time Clocks

### QUARTERLY & ANNUAL PAYROLL TAX REPORTING

- State & Local Tax Reporting
- Federal Tax Reporting
- W-2 & 1099 Forms

### THIRD-PARTY PAYMENT SERVICES

- Pay-As-You-Go Workers' Compensation
- Child Support Garnishments
- Tax Garnishments
- 401(k) Payments

### 3 STEP PAYROLL CONVERSION PROCESS

- We facilitate a simple process designed to deliver an accurate and smooth payroll conversion—at any time of the year.

Online service or a real person on the phone—each and every time.

## **SAS 70 Type II Certified**

Payroll Systems is SAS 70 Type II certified, an internationally recognized auditing standard developed by the American Institute of Certified Public Accountants (AICPA).

## **Advanced Technology**

Payroll Systems solutions are built around MS SQL, recognized for its dependability, integrity, and security. Our web applications utilize 128-bit SSL (Secure Sockets Layer) encryption and multiple layers of password protection. There is constant security monitoring, including intrusion detection.

## **Customer Service**

Each client is assigned an experienced payroll specialist. The average tenure of our representatives is over six years, far exceeding industry averages. Unlike the national payroll companies, we guarantee that you will always be able to speak to a knowledgeable person when you call us, even if your payroll specialist is unavailable.

## **Client Retention**

99.7%. It's our client retention rate, and it's unrivaled in the payroll service industry. We are committed to exceed your expectations in the initial setup and ongoing service of your account.

## **Customization**

We recognize that your company may have different needs than other businesses. We'll design a payroll solution that fits. From multiple input options and custom reports, to integration of payroll with other business functions, we have just what you need.



**ACCURACY**

# HUMAN RESOURCE MANAGEMENT & TECHNOLOGY



INTEGRATION. ADMINISTRATION. **EFFICIENCY.**





## EFFICIENCY

### COMPLETE INTEGRATION OF EMPLOYEE COMPENSATION MANAGEMENT

Tailored to your organization's needs and budget, Payroll Systems can integrate your human resource management, benefits administration, and payroll processing through technology and online tools.

We develop a unique set of solutions, tying technology and service together to reduce administration time and expense.

Regardless of your organization's size, Payroll Systems delivers solutions through streamlined administration, dedicated customer service, and clear employee communication resources.

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## Human Resource Management Support Center Offering:

- Online access to commonly used forms, letters and guides
- Employee handbook templates
- State and federal employment legislative updates
- Job descriptions
- Annual compliance posters
- On-demand access to experts for support specific to your company at discounted hourly rates

## Human Resource Management Technology Systems Offering:

- Applicant tracking
- Employee skills tracking
- Total compensation statements
- Performance reviews
- Time & attendance
- Time-off tracking
- EEOC & multiple-worksite reporting
- Employee portal
- Benefits eligibility & enrollment

## **FLEXIBLE SOLUTIONS FOR YOUR BUSINESS NEEDS**

### **24 / 7 / 365 Availability**

Access critical information, everywhere, anywhere, anytime you need it

### **Real Time Essentials**

Get the latest in best practices, tips, updates, and information to protect and grow your business

### **Real Time Guidance**

Compliance is a constantly moving target. We provide the information and resources you need to keep up-to-date and out of trouble

### **More Time, Less Liability**

Streamline the process and flow of information necessary for compliance management, benefits administration, and payroll processing

# BENEFITS ADMINISTRATION



INTEGRATION. ADMINISTRATION. **COMPLIANCE.**



## COMPLETE INTEGRATION OF EMPLOYEE COMPENSATION MANAGEMENT

Payroll Systems Administration Services can enhance your employee benefits offerings while reducing administration time and cost:

- Section 125 plans including FSA, HSA and POP Plans
- Section 105 HRA Plans
- COBRA Administration
- Section 132 Commuter/Transit Reimbursement Plans

We deliver employee benefits service solutions tailored to your organization through streamlined administration, dedicated customer service, and clear employee communication resources.

### FSA, HSA & POP Plans

Under IRS Section 125, Flexible Spending Accounts (FSAs), Healthcare Savings Accounts (HSAs) and Premium Only Plans (POPs) allow employers to enrich their benefit offerings by providing employees the ability to pay for qualified medical and dependent care expenses with pre-tax dollars while reducing employer payroll tax and workers' compensation costs.

### HRA Plans

As a stand alone account or partnered with a medical plan, a Health Reimbursement Arrangement (HRA), sanctioned under IRS Section 105, allows employers to offer tax deductible contributions for tax-free reimbursement to employees for pre-determined medical expenses. Payroll Systems' HRA plan administration meets the San Francisco Health Care Security Ordinance requirements.

### COBRA

The complexity of the Consolidated Omnibus Budget Reconciliation Act (COBRA) presents administrative challenges to employers and penalties for non-compliance that have potentially devastating consequences. Payroll Systems offers administration solutions that adhere to constantly changing legislative requirements.

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## COMPLIANCE

### Employer Services

- **Experienced Staff** with the support of expert legal and tax counsel
- **Complete Plan Administration**, including:
  - Plan Document
  - Plan Elections
  - Summary Plan Description
  - Changes
  - Claims Adjudication
  - Terminations
- **Educational Seminars**
- **Employer Reporting** (weekly, monthly, annually)
- **HIPAA and HITECH Compliant**
- **24 / 7 / 365 Online Account Access**
- **Plan Discrimination Testing**

### Employee Services

- **Dedicated Service Center** for all benefit and claims inquiries
- **Debit Cards** for automatic claims payment at the time of purchase for approved medical expenses
- **Convenient Claims Reimbursement Options** via check, debit card, or direct deposit
- **24 / 7 / 365 Online Account Access**

## THE PAYROLL SYSTEMS PERFORMANCE GUARANTEE

### **100% SATISFACTION GUARANTEE**

Your complete satisfaction is important to us, and we promise a stress-free payroll service.

### **NO VOICE MAIL GUARANTEE**

We pride ourselves in delivering the highest standards in customer service. If you call during business hours, you will reach a live person.

### **PAYROLL CONVERSION GUARANTEE**

We promise a smooth implementation process. Our proactive communication will keep you abreast of outstanding items that could potentially impact your transition.

### **ON TIME PAYROLL PROCESSING GUARANTEE**

We promise your payroll will be processed and available in a timely manner.

### **100% ACCURACY GUARANTEE**

We promise 100% accuracy.

### **NO PAYROLL TAX PENALTY GUARANTEE**

If your information is on time, accurate and the account is sufficiently funded, your payroll tax deposits and tax filings will be completed on time and accurately, or we will pay the payroll tax penalty.



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**[WWW.PAYROLL-US.COM](http://WWW.PAYROLL-US.COM)**