

Payroll Processing

Comprehensive Payroll, Payroll Tax, and Employee Pay Options



More Time for Your Business

With expert, confidential payroll services from Paychex, you can reduce the time-consuming chore of payroll administration. Our cost-effective services allow you to:

- Spend more time concentrating on your business.
- Simplify your money management.
- Enjoy personal support from a dedicated payroll specialist.

Outsourcing You Can Depend On

For one low price, our package includes payroll processing, plus some tools that every business owner needs:

- **Taxpay®.**
Handling of federal, state, and local payroll taxes.
- **Employee Pay Options.**
Paper checks, direct deposit, and payroll debit cards.

- **Paychex Report Center.**

One location for over 140 reports. Select custom parameters such as exact dates or relative dates that deliver a fresh report when you need it.

- **Employee Access Online.**

Convenient access to personal and payroll data, as well as check stubs and W-2 forms.

- **New-Hire Reporting.**

Meets reporting requirements for new and rehired employees.

- **General Ledger Report.**

A report that breaks down payroll data into an easy-to-use format.

- **Labor Poster Kit.**

Printed or electronic versions, plus applicable updates.

- **Retirement Plan Summary Report.**

Participant information for your 401(k) provider.

- **Online HR Library.**

Provides access to personnel forms and a library of employment information.

Personal, Local, Safe

Reliable payroll involves much more than accurate computation and timely delivery. Here are some standard features that make Paychex the choice of more than half a million businesses:

- Payroll specialists familiar with your account provide prompt, experienced support.
- Multiple Paychex processing centers mean you never have to worry that weather or other circumstances will prevent you from receiving your payroll.
- Online delivery options offer security and 24/7 convenience.

PAYCHEX®
Payroll Services

Optional Services

In addition to payroll processing, Paychex offers many other products to help you run your business. The following are a sample of à la carte options available for an additional fee:

- **Background Check Service.**

Perform pre-employment background checks to help confirm candidates' qualifications, which helps to ensure a safe work environment and to protect your intellectual property.

- **PST 1000 Time Clock.**

Get automated, reliable tracking of employee hours worked. This versatile time clock system can help you minimize time spent compiling information and calculating time sheets—all while maximizing your payroll productivity, accuracy, and reliability.

- **Time and Labor Online.**

Our Web-based time-management system automates your time-and-attendance processes while helping you save time, improve payroll accuracy, and stay compliant with federal wage-and-hour requirements.

- **Sales Tax Payment Service.**

Conducting commerce in multiple states can make calculating sales and use taxes on product categories a challenging task. Paychex offers this affordable and easy-to-use sales tax payment solution to help you minimize risks, keep up with changing tax rates, and pay state sales tax on time.

- **HR Online.**

Equips you with the tools needed to efficiently handle human-resource challenges.

- **Labor Distribution and Job Costing.**

Display how and where money is spent, and view proportionate distribution of taxes by organizational unit or specific job.

- **Paychex Report Writer.**

For advanced requirements, use Paychex Report Writer to create custom reports from scratch or from a template.

- **Data Exports.**

Choose from a list of predefined reports to export data in a variety of formats, including XLS, CSV, and fixed width, for use in other applications.

- **Time-Off Accrual (TOA) Service.**

Tracks and reports paid time off for employees, such as vacation, personal, and sick time.

Check out our apps for your smartphone or tablet. Paychex payroll processing services provide convenience, reliability, and economy.



For more information, contact your local Paychex office, call toll free, or visit our website.



Apple, the Apple logo and iPad are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc. Android is a trademark of Google Inc.

PAYCHEX®
Payroll Services

800-322-7292
paychex.com