



Your Single Source Solution for Payroll, Benefits and H.R. Services



### CHOOSE WELL

At PayChoice® our team has been offering payroll solutions to small businesses like yours for years. We've grown out of a rich heritage as the nation's leading provider of advanced payroll software. Today we're not just one of the nation's fastest growing payroll providers, we are – America's Choice for Payroll!



Your Single Source Solution for Payroll, Benefits and H.R. Services

877-427-3030

[www.gbspayrollplus.com](http://www.gbspayrollplus.com)

All our payroll solutions include a six month money-back service guarantee.

Your Rep:

\_\_\_\_\_

PayChoice® and EasyChoice® are registered trademarks of Payroll Associates, LLC and PAI Services, LLC • SL20-PC-Tools-0108



Your Single Source Solution for Payroll, Benefits and H.R. Services



# PAYROLL TOOL KIT



## PAYROLL & REPORTING

We capture hours worked, calculate earnings and deductions, cut checks and stubs, and provide extensive reporting tools.

- Manage Hours, Earnings & Deductions
- Calculate Checks & Stubs
- Generate Management Reports

## TAX FILING & COMPLIANCE

We provide tax filing solutions that not only pay your taxes, but assume liability for accuracy and timeliness of deposit filings.

- Deposit Federal Withholding, FICA, FUTA, State Withholding, SUI & Disability Taxes
- Prepare & File Quarterly & Annual Federal, State, & Unemployment Returns.
- Prepare & File Year-End Tax Forms

## HR & EMPLOYEE MANAGEMENT

We offer an employee handbook with formal job descriptions, and access to important forms for hiring and managing your employees.

- Online & HR On-Demand Hotline
- Employee Forms Library Job Descriptions & Handbooks
- New Hire Reporting

## BENEFITS SOLUTIONS

We provide bundled options making retaining and rewarding employees easy.

- Pay-As-You-Go Workers Compensation
- Retirement & 401(K) Solutions
- Flexible Spending Accounts

## PAYROLL EXTRAS

- Time & Attendance Solutions
- Custom Reports
- Employee Screening
- Paycheck Debit Cards
- Merchant Services
- Identity Theft Protection

## PAYROLL SUITE

Designed for the small business owner who wants to eliminate the payroll and tax hassle, our Payroll Suite offers clients a powerful online payroll package. It includes payroll calculations and tax management, compliance expertise, extensive management reporting, online HR tools!

### PAYROLL ELEMENTS

- PayChoice Online Access
  - Payroll & Tax Calculations
- ViewChoice Online Reports
  - Cash Analysis
  - Check Register
  - Tax Liability
  - Timesheet
  - Easy G/L Report
  - Vacation-Sick Balances
- Guaranteed Tax Filing Management
- Direct Deposit
- Signed & Sealed Checks / Stubs
- Paycheck Debit Cards
- Custom Check Logos

### HR ELEMENTS

- HR Support Center
  - HR Forms & Letter
  - Job Descriptions
  - HR QA database
  - Employee Handbook
  - HR Laws
  - HR Articles



## HR SUITE

Designed for the small business owner who wants to expansive payroll and HR capabilities, our HR Suite offers clients a powerful online payroll and HR package. It includes payroll calculations and tax management, employee self-service, Online Employer HR suite, 24/7 access to HR consultants, online timesheets, management reporting, online HR tools!

### PAYROLL ELEMENTS

- PayChoice Online Access
  - Payroll & Tax Calculations
- ViewChoice Online Reports
  - Cash Analysis
  - Check Register
  - Tax Liability
  - Timesheet
  - Easy G/L Report
  - Department Summary
  - Benefits Accrual Report
- Guaranteed Tax Filing Mgt.
- Direct Deposit
- Signed & Sealed Checks / Stubs
- Paycheck Debit Cards
- Custom Check Logos

### HR ELEMENTS

- Online Employer HR Suite
  - HR Admin, History, Salary etc.
  - Employee Demographics
  - Benefits Enrollment
  - Asset Management
- Employee Self Service
  - View Paystubs / W-2s
  - Online Time Sheets
  - Online Workflow & Approvals
- HR On-Demand
  - 24x7 email and phone HR Consulting
  - HR Forms & Letter
  - Job Descriptions
  - HR QA database
  - Employee Handbook
  - HR Laws
  - HR Articles