



YOUR OPTIONS FOR

# Payroll



### PREMIUM PACKAGE

This is the best option for business owners who want a comprehensive payroll and HR solution to ensure compliance, and efficiently, yet seamlessly outsource management of their personnel needs.



### FULL PACKAGE

This is our most popular option for businesses with a smaller workforce that want to keep their HR and payroll management simple and scalable.



### ESSENTIAL PACKAGE

This option is best for those business owners with small teams who want to ensure that their payroll is taken care of correctly and accurately, and that essential compliance is being met.

	PREMIUM PACKAGE	FULL PACKAGE	ESSENTIAL PACKAGE
Process payroll	✓	✓	✓
Maintain records	✓	✓	✓
Create/reconcile payroll journals and records	✓	✓	✓
Pension plan disbursement	✓	✓	✓
Calculating pension contributions per pay period	✓	✓	✓
Liaise with pension plan administrator	✓	✓	✓
Generate payroll analysis reports	✓	✓	✓
On-boarding new employees	✓	✓	✗
Off-boarding terminated employees	✓	✓	✗
Statutory communications and employee updates	✓	✓	✗
HR & health insurance maintenance	✓	✗	✗
PTO tracking	✓	✗	✗
Primary liaison for payroll-related matters	✓	✗	✗

