

allied payroll services

Standard Payroll Service

- > **Every Pay Period** You communicate your information and we process your payroll, including:
 - > Checks
 - > Check signing and pressure sealed checks
 - > Direct deposits or payroll debit cards
 - > Certified reports
 - > Check registers
 - > Payroll journals
 - > Department reports
 - > Tax summaries
 - > Payroll journal entry
 - > USPS First Class Delivery
- > **Quarterly** On a quarterly basis, we prepare and file all of your payroll tax returns.
 - > 941 Federal Return
 - > State withholding/unemployment forms
 - > Federal unemployment deposits
 - > Detailed employee reports
- > **Annually** Once a year, we prepare and file all of your payroll tax returns.
 - > W-2s for employer and employee
 - > W-3 Federal withholding summary
 - > 940 Federal unemployment return
 - > Tip returns
- > **Employer On The Go:** Our online payroll management system provides convenient and secure access to your payroll records. A comprehensive system, Employer on the Go can be customized to meet the specific needs of your business.
- > **Employee Self Service:** Through a private portal, employees receive secure access to their check stubs and W2s.

Enhanced Payroll Service

In addition to all of the services offered with our Standard Payroll package, Enhanced Payroll also provides;

- > Integrated Time and Attendance using either a traditional time clock with WiFi, online time clock, or mobile app.

- > **My Employer On The Go:** A more robust employee portal that allows employees to;
 - * Submit and review time off requests
 - * Review benefits statement
 - * Time sheet for employees tracking their gross hours per pay period
 - * Paycheck details for each pay period.

YOUR FULL SERVICE FINANCIAL FIRM

CPA & ACCOUNTING
FINANCIAL PLANNING
PAYROLL SERVICES
HR SERVICES & EMPLOYEE BENEFITS
HEALTH INSURANCE & MEDICARE

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