

## Payroll Services

### Outsource your tedious and complex post-payroll processing tasks to Workforce Go!

You've decided to process payroll in house for greater flexibility and control. It makes good sense given that internal HR and payroll staff do most of the work — from preparing, validating, and maintaining data to fixing errors to meeting compliance requirements — even when payroll processing is outsourced. Plus, an in-house solution gives you easy access to payroll data for inquiries and reporting, which saves valuable time and effort.

But even if you process payroll in house, you may still benefit from outsourcing some of the more tedious and complex payroll-related tasks, such as tax filing, garnishment processing, and check printing, especially if your organization has locations in multiple states. In fact, more and more organizations are choosing this option. A recent American Payroll Association (APA) survey showed that 92 percent of respondents outsource tax filing and 71 percent outsource check printing.

Workforce Go! Payroll Services complement the Workforce Go! HCM Payroll solution with services such as tax filing, garnishment processing, and distribution of checks — while providing the ease and convenience of working with a single vendor. These proven services draw on experienced professionals, tested software tools, and information from the Workforce Go! HCM Payroll application to deliver simplicity, security, and seamless integration. As a result, your organization is able to increase payroll efficiencies, reduce operating expenses, minimize tax reporting administration, and free staff resources to focus on strategic priorities.

### Tax filing without all the headaches and risk

Tax compliance is the single most difficult and expensive task associated with payroll, especially for organizations operating in multiple states and localities. In addition to preparing and filing taxes, you need to keep up with constantly changing tax laws and regulations. After all, failure to do all this — and do it right — puts your organization at risk for potential penalties.

WorkForce Go! Payroll Services provide peace of mind that your payroll taxes will be filed and paid on time — every time — to minimize compliance risk. Leveraging professional expertise and proven technology, our solution provides a seamless extension of the Workforce Go! HCM Payroll module. Once you've processed payroll in house, you can take advantage of our services to:

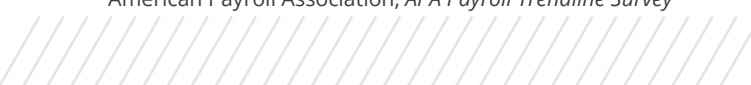
- Make deposits against all tax liabilities
- File all monthly, quarterly, and annual tax returns via e-file or paper
- Balance quarter-to-date and year-to-date deposits against liabilities to help ensure payment accuracy
- Deliver reconciliation summaries and copies of all filed returns
- Generate and file all amended returns

\*American Payroll Association, *APA Payroll Trendline Survey*



### Key Benefits

- » **ENJOY** the ease and convenience of a single solution for payroll software and services
- » **MINIMIZE** payroll tax reporting administration
- » **INCREASE** productivity by freeing staff resources to focus on other projects
- » **GAIN** the advantages of simplicity, security, and seamless data integration
- » **CHOOSE** only the outsourced post-payroll processing services you need:
  - Check printing
  - Employee direct deposit
  - Tax filing/deposits
  - Garnishment disbursement
  - Vendor payments



### Timely, accurate wage garnishment payments

Processing employee garnishments, such as child support, tax levies, and creditor garnishments, can be a time-consuming administrative drain on your already overworked payroll staff. Workforce Go! Payroll Services can streamline the process to save time and reduce administrative efforts. The garnishment processing service uses the information entered by the client and calculated in Workforce Go! HCM Payroll and automatically makes payments based on the amounts being withheld, so each payment reaches its destination on time.

### Hassle-free employee direct deposits and check printing

No matter how your employees prefer to be paid — by direct deposit or physical check — Workforce Go! Payroll Services have you covered. Thanks to seamless integration with Workforce Go! HCM Payroll, our services automatically transfer payments into employee bank accounts. Plus, the solution can handle the labor-intensive work of printing and distributing checks, direct deposit vouchers, and year-end tax forms such as W-2s and 1099s — saving your organization time and money.

