

# Payroll Administration

Our team of experienced payroll professionals will complete the full cycle payroll administration process alleviating the burden of this task. As a payroll administration partner, we understand the complexities involved in multi-state payroll processing. Our team will work to keep you compliant.



## PAYROLL MANAGEMENT

- Full cycle payroll processing
- Employee time and attendance management
- Final pay processing in compliance with state law

## TAX AND COMPLIANCE

- Direct deposit, tax withholdings, earnings, and deductions coordination
- Garnishment management
- Annual review of W2s and tax reports
- State and local tax registration\*

## POST-PAYROLL MAINTENANCE

- Vendor contributions processing (401k, FSA, HSA, Commuter)
- Standard and custom reporting

## INTERIM SUPPORT

*(Six month minimum)*

Is your organization in need of comprehensive support in the short term? Our team of experts can step in to support payroll administration for a minimum of six months.

These services are available to businesses with 500 or less U.S. employees. Pricing varies depending on complexity and scope of work. \*Additional fees apply.



### Looking for additional HR support?

Our expert team is here to help streamline processes and provide added support to your team. Contact us to learn more about our additional services including Leave Administration, HR Administration, Systems Support and Benefit Billing Reconciliation.

Talk to an expert →