



# Get to Know Our Payroll & Payments

JUSTWORKS.



CERTIFIED PEO

# What's included:

Justworks' platform and tools help businesses like yours grow with confidence. Use this guide to review what's included and compare your options.

## 3 Meet Justworks

PEO Meets Modern SaaS

Full-Service Support

## 6 Get to Know Our Payroll & Payments Features

Payroll

Off-cycle payments

Timecards

Accounting & integrations

MEET JUSTWORKS

# **We've got your back.**

**Take the busyness out of running a business and alleviate the unknown.**

We've combined a simple platform and exceptional 24/7 customer service with the power of a PEO. Justworks plans include access to high-quality benefits, seamless payroll, HR tools, and compliance support—all in one place.

# PEO Meets Modern SaaS



## Affordable Benefits

Provide your team access to big-company benefits and perks they deserve — all at affordable rates.

- Medical, dental, & vision insurance
- 401(k) retirement
- Life insurance
- Health and wellness perks
- HSAs & FSAs
- Pre-tax commuter benefits
- Fitness Memberships



## Automated Payroll

Schedule payroll seamlessly and make any payments you need to — at no extra cost.

- Full-time and part-time employees
- Contractors and vendors
- Bonuses, commissions, and expense reimbursements



## HR Tools

Manage your team from one place.

- Company calendar and directory
- Paid time off tracking
- Online employee onboarding
- Document center to store all your essential employment docs
- Pre-built reports to track key business metrics



## Compliance Support

Don't sweat the small stuff. Lean on us for employment-related compliance support.

- Payroll taxes (940/941s)
- Tax forms (W-2s & 1099s)
- Workers' compensation
- Multi-state employee management
- Harassment Prevention & Inclusion Trainings
- Disability insurance

# Expert Support From Real People. Anytime.



We know running a business isn't exactly a 9-5 job. That's why we offer our customers full-service support, whenever and wherever. By phone, email, chat, or Slack, Justworks' dedicated team is standing by 24/7, ready for the tough questions you and your team throw our way.

## OUR SUPPORT CHANNELS



PHONE

(888) 534-1711



EMAIL

[support@justworks.com](mailto:support@justworks.com)



CHAT

In Justworks



SLACK

[slack.justworks.com](https://slack.justworks.com)



SMS

(858) 247-0005

Find the support  
you need

### ADMINS

- ✓ Benefits support
- ✓ Payroll support
- ✓ HR support
- ✓ Compliance support
- ✓ Onboarding support

### EMPLOYEES

- ✓ Benefits support
- ✓ Payroll support
- ✓ Onboarding support

GET TO KNOW OUR PAYROLL & PAYMENTS FEATURES

# **Reliable, easy to use payroll and effortless integrations.**

Justworks' reliable and easy to use payroll and payments features help entrepreneurs and businesses grow with confidence and take the busyness out of running a business.

# Payroll



Justworks takes the headache out of running payroll. Say goodbye to coordinating providers and tracking information on spreadsheets—when you offer your team benefits through Justworks, everything is synced directly in Justworks giving you a snapshot of money going out.



## Never miss a payroll for salaried employees

Worrying about “running payroll” is now a thing of the past with automatic payroll for exempt salaried employees. This means that even when you’re out of office, your team will still get paid.



## Simple tools to pay hourly & non-exempt salaried employees

Record and pay employees for hours worked using Timecards. Need time and attendance options? Leverage helpful features like our Import Hours tool to sync outside time-tracking applications.



## Support from friendly payroll experts, 24/7

Ditch the payroll codes and manual spreadsheets and get an upgrade with payroll experts who are there to support your business anytime you need it.

# Timecards



No matter the size of your team, it's easy to record and pay hourly employees in Justworks. Simply enter hours worked in Timecards, or upload employee hours in bulk from our preferred time tracking vendors directly into Justworks.



## Timecards and payroll, all in one place

Record and pay hourly employees by centralizing an employees' hours worked in the same place as payroll.



## Save time and reduce payroll errors

Managers and employees can record and submit hours worked directly.



## Sync time and attendance tools

For large teams or specialized industry needs, leverage one of our preferred vendors (TSheets and Boomr) for time tracking and then import hours for easy payment.



# Accounting Integrations



Easily sync payroll and expenses from Justworks to your accounting software. Our Quickbooks and Xero integrations allow you or your CPA to send mapped invoices directly to your general ledger so you can keep track of your entire financial picture in one place.



## Connect your accounting software to Justworks

Easily sync payroll and expenses by connecting your Quickbooks or Xero account.



## Keep track of your business' entire financial picture in one place

Import all paid invoices from Justworks into your accounting software to view all your business' financial information together.

# See It In Action



Justworks' HR Tools provide the information and features you need to be the best employer you can be. Ready to experience it for yourself?

**Request a Demo**

(844) 749-7785  
experts@justworks.com

**OR**

**[Click here to  
get started](#)**

10 employees or fewer

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