

Small business payroll buyer's checklist

If you run a small business, you spend the majority of your time making sure your company is profitable and growing. Managing payroll on your own or even sending pay data to your accountant takes valuable time away from your daily operations. Working with a payroll provider can free you up to run your business while helping ensure that all of your payroll needs are properly handled.

In addition, some leading payroll providers offer features like employee self-service, mobile access, integration with time and attendance, and electronic pay options that can take your payroll from a basic administrative function to a value-added employee experience.

So, what do you get with a payroll service provider? Here are some of the core payroll features and services you should expect and look for when evaluating payroll vendors.

Payroll processing

Payroll calculations

Delivery of employee pay

Payment options: Paper checks, direct deposit and mobile payment

24/7 access to payroll support specialists

Taxes

Tax withholding and payment

Wage garnishment processing

Time and attendance

Integration of time and attendance tools with the payroll system to automatically share employee data

Paid time off (PTO) tracking, including vacation time, medical/parental leave, sick days and personal days

Compliance

Easy access to and filing of Forms W-2, 941, W-9

Notifications about regulatory changes in wage and tax law

Hiring

New hire reporting

Support for I-9 and W-4 paperwork

Online employee self-service

Employee access to pay stubs

Employee management of personal data and tax withholdings

Benefits elections and management

Mobile access

Employer can run payroll, create and manage timesheets, and check tax payments from any device, anytime

Employees using a mobile device to clock-in/out can only do so within a designated geographic range

Reporting

Reporting available across all aspects of the payroll process: payroll, tax, time and attendance

Integration

Integration of payroll with related functions like time and attendance, 401(k) and benefits to prevent redundant data entry and reduce errors

New COVID-related regulations and tax credits

For updates on COVID-related legislation that impacts payroll and tax filing, please visit our [ADP Employer Preparedness Toolkit: Coronavirus Disease \(COVID-19\)](#).

How ADP® can help

ADP offers payroll services to meet your needs, with flexible and affordable options for any business. Some of our small business payroll offerings also include a suite of HR features.

 **Learn more.**

Contact your ADP Sales Associate

This information is provided for educational purposes only and should not be construed as tax or legal advice. ADP encourages readers to consult with appropriate legal and/or tax advisors.

ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners.
Copyright © 2020 ADP, Inc. All rights reserved.

