

## Small Business Payroll Options

Follow this easy-to-read chart to see which payroll option works best for your business.

	Paychex®	Business Online Payroll®
<b>Service Model</b>		
<b>Payroll Setup</b> Who takes responsibility for the setup of your account	Completed for you by an implementation specialist	Complete it yourself and/or with an implementation specialist
<b>How your account is managed</b> Ongoing servicing and support for your account	Local payroll specialist	Online + Service center
<b>Pricing</b> How you are billed	Per pay run	A monthly price for up to 10 employees
<b>Products and Services</b>		
<b>Auto Tax File and Pay</b> Automated, electronic tax payment service that meets IRS requirements for businesses that must deposit payroll taxes	✓	✓
<b>Direct Deposit</b> Electronic employee payment with check date payroll reconciliation	✓	✓
<b>Employee Pay Options</b> For employees who do not elect direct deposit, they will receive pre-signed checks or pay cards, stuffed in envelopes and ready to distribute.	✓	
<b>New Hire Reporting</b> Automated reporting requirements for newly hired and rehired employees	✓	✓
<b>Garnishment Payment Service</b> Automatic, electronic deduction and remittance of garnished wages	✓	
<b>Workers' Compensation Report</b> Compiles a report of workers' compensation information, using actual wages for each classification code throughout the policy, helping to manage cash flow	✓	✓
<b>State Unemployment Claim Management</b> Administration services, a management report and assistance to help you manage your unemployment tax	✓	
<b>Mobile Apps for iPad®, iPhone® and Android™</b> Employer access to start, edit and submit payroll. Employee access to view check stubs and W2s.	✓	
<b>Reports</b>		
<b>On Demand</b> 24/7 online access to your payroll data	✓	✓
<b>Custom Reports</b> Create custom reports based on your business needs	Additional cost	
<b>Ability to Import Reports into Accounting Software</b> Import payroll-related general ledger data into various accounting software. Users can create export files as needed or they may elect to have files automatically created every time we process a payroll.	✓	✓
<b>Human Resource Assistance</b>		
<b>Labor Poster Kit</b> Printed or electronic versions, plus applicable updates	✓	✓
<b>HR Online Library</b> Provides federal and state employee benefits information and news, human resources content and in-depth reference materials	✓	✓
<b>Benefit Tracking</b> Monitor employee benefits such as 401(k) contributions, health insurance deductions and paid time off accruals	✓	✓



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