



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, 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
- ✓ 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



How HRA Can Help

HRA 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.

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