



## Payroll Processing with a Personal Touch

myPay  
SOLUTIONS

## 21st Century Payroll, Personal Service

As a business owner, time is one of your most valuable assets. And time spent handling payroll is time lost on managing and growing your business. Add in concerns over tax filings and keeping abreast of ever-changing tax laws, and the task of handling payroll can become a real distraction from your business.

myPay Solutions is a **comprehensive payroll service** designed for small and medium sized businesses that want to simplify payroll processing and value personal service. We partner with your accountant to ensure accuracy and to thoroughly understand your payroll and related needs. Your employees will enjoy the **convenient and flexible** services that we offer, and you can rest assured knowing that you will be in full compliance with all regulatory requirements.

We combine a perfect blend of the latest technology with friendly, knowledgeable payroll processors to provide you with an ultra-easy solution. And if you have a question, you'll receive **personal attention directly from a dedicated payroll specialist** who is familiar with your account.

With myPay Solutions, you can **eliminate the worrisome, time-consuming, and tedious task of payroll processing** and have more time to do the things you should be doing—managing and growing your business!

*"Payroll processing is time consuming and not much fun. When we learned about myPay Solutions' ease-of-use and low cost, we were sold. Now we don't worry about filing payroll taxes on time, or submitting new hire reports—myPay Solutions does it all! The staff is extremely helpful, even when my call starts with, 'Help!' Thanks for the great service."*

*-Susie Douglas; Corona, CA*



## A Comprehensive, Full-service Payroll Offering

myPay Solutions is an **online payroll service that streamlines the entire payroll process** for you. Whether your business is small or you have multiple departments and business units, myPay Solutions can handle your payroll with ease. Best of all, you receive support from a team dedicated payroll specialists—ensuring that all your questions get answered by someone knowledgeable and familiar with your account. The combination of easy online payroll data entry and personal service makes myPay Solutions a unique alternative to large payroll processing service centers.

myPay Solutions' flexible setup options enable you to customize your payroll to meet your unique needs.

myPay Solutions offers:

- Easy **online payroll data entry that is fast and efficient**, or if you prefer, you can fax your payroll data
- Electronic **checks that you can print from your own office or have us print** and deliver to you
- **Direct deposit and tax filing** services per your request
- Pay-as-you-go **Workers' Compensation** insurance options
- Special reports to **meet your payroll reporting needs**
- Complementary **new hire reporting and employee change services**
- Ability to **provide your employees with 24/7 access** to their personal payroll documents, including pay stubs, W-2s, and W-4s through Web Employee
- **Full compliance** with all new and changing tax laws

*"I'm glad my accountant referred me to myPay Solutions; it's made my payroll processing simple and easy. Now, quarterly taxes are a stress-free experience. I can access my payroll through my email and it's done in less than two minutes. And I can complete signing up a new employee in less than a day. The last thing I want to worry about is checking payroll when I have a full schedule and emergencies."*

*-Preet Clair, DDS; Denver, CO*

# Fast, Flexible Service with Paperless Payroll Processing

Eliminate the time, cost, and hassle of producing, distributing, filing, and storing paper documents. At myPay Solutions, we take full advantage of the speed and convenience of the Internet while maintaining the utmost security with private client portals. Portals enable you to transfer and retrieve payroll data safely, accurately, and easily, using the same advanced technology that banks and other financial institutions use to give customers access to account information. You can **be confident that the information you've entered on your private and secure web portal is safe** with automatic encryption for secure transfer over the Internet.

We process your payroll, handle your tax payments, provide reports, and, if you choose, return the paychecks to you to print right in your office. We can even provide your employees with their own secure, online portals that allow them to enter their time, take advantage of direct deposit, and view their pay information 24/7.

## It's as Easy as 1-2-3

You'll receive an email when your electronic timesheet is ready to be completed, then simply:

1. **Record payroll data** until the submission deadline for the pay period on your private web portal.
2. **Indicate that payroll entry is complete** and we'll process your payroll, then post the payroll checks and reports back to your secure web portal. We'll also notify you via email when they are available for viewing.
3. **Have employees view their checks** and make changes to W-4 information online using their own personal Web Employee portals from anywhere, 24/7.

	Regular	Tips	OT	DT	Vacation	Sick
Terry J. Eddington	Salary	60,000				
Sarah W. Harmon	Tipped Wages					
Chester A. Fink	Tipped Wages					
Rodney Spencer	Wages	40,000				
Ellen Sanders	Wages				16,000	
Sally Restaurant	Bartender Wages					
Abigail Anderson	Wages					
Joe Brown	Salary					

The Online Payroll Data Entry screen guides you through the input process with ease.

Document Presentation

- Payroll Sample Client

Remote Check Printing

Payroll Checks for Payroll Sample Client

- Payroll checks for 11-30-07 (49 KB) Delete

Vendor Checks for Payroll Sample Client

- Vendor checks for 11-30-07 (15 KB) Delete
- Vendor checks for 11-30-07 (15 KB) Delete

Refresh Mark All As Read

Remote Payroll Data Entry

Open Payroll for:	Status	Last Modified
Payroll Sample Client	Remote Payroll Data Entry has been completed	2008-04-21

Access payroll documents, check payroll data entry status, or download and print paychecks from within the main screen.

## Web Employee—Extend the Convenience

Web Employee offers your employees the a convenient way to access their payroll information online. With Web Employee, employees can **enter their hours worked online** through private portals and access their **personal payroll information on a 24/7 basis**, including:

- Copies of their pay stubs
- Copies of their W-2s
- Copies of their W-4s (employees can even edit their W-4s online)

The advanced features offered through portal technology enable you to implement a completely paperless payroll by taking the entire process online. Payroll information is contained within personalized, secure portals, so your employees can be assured of **absolute privacy and document security**. Employees can only view their own payroll information.

For you, the value of Web Employee is clear. Your employees can enter time online, eliminating the need for paper timesheets and cards, and ensuring more accurate time records. Once entry is complete, you **simply collect data online, approve, and send to myPay Solutions** with the click of a mouse. When Web Employee is combined with direct deposit, payroll is simplified for you and your employees. In addition, by offering employees 24/7 online access to their pay stubs, W-2s, and W-4s, you virtually eliminate requests for manual copies of payroll information. This will **save you time searching, copying, and re-filing** paper copies. Web Employee extends the ultimate convenience to everyone on your staff.

myPay Solutions  
Online Payroll Services

Welcome to Web Employee, Abigail Anderson -> My Account | Sign Out

Home

**My Time Entry**

Actions:	Begin Date:	End Date:	Status:
Enter Time	11/15/2007	11/30/2007	Your Time Entry is in progress.
View	11/25/2007	12/01/2007	Retrieved.

**My Check Stub(s)**

2007 YTD  
11/30/07 - #347

**My Earnings**

	Current		Year to Date	
	Hours	Amount	Hours	Amount
Wages	40.00	\$769.20	40.00	\$769.20
Overtime Wages	2.00	\$57.69	2.00	\$57.69
Vacation	0.00	\$0.00	0.00	\$0.00
<b>Gross Pay</b>	<b>42.00</b>	<b>\$826.89</b>	<b>0.00</b>	<b>\$826.89</b>
FICA-SS		\$50.32		\$50.32
FICA-Med		\$11.77		\$11.77
Federal W/H		\$118.46		\$118.46
State W/H		\$34.41		\$34.41
401-k		\$20.67		\$20.67
Medical Insurance		\$15.24		\$15.24
<b>Net Pay</b>		<b>\$576.02</b>		<b>\$576.02</b>

**My W-4 Information**

Update W-4 Information

Web Employee provides your employees with access to a full range of payroll information through their own personal, secure, password-protected portals.

# Payroll Made Simple

Why should you let myPay Solutions process your payroll? We make payroll simple, starting with competitive pricing that includes everything you need.

Our **Premium Package** includes all of the following at one low cost:

- **Secure Web Portal Batch Data Entry**
- **Secure Web Portal Remote Check Printing**
- **Federal tax filing service and one state tax filing**—We'll make required tax payments automatically and file your returns on time, every time. Each pay period, we'll electronically debit your account and handle the following items:
  - o Federal/state/local tax deposits
  - o Form 940, 941, and 943 filing
  - o State withholding and unemployment return filing
  - o Local tax return filing

*Note: Clients will receive worksheets if not signed up for myPaySolutions' Tax Filing Service. Return filing depends on myPay Solutions start date and prior YTD earnings.*

**Direct Deposit**—Eliminate lost or stolen checks, improve employee productivity, and save time and money. myPay Solutions complies with all rules and regulations set forth by the National Automated Clearing House Association for moving funds through the ACH Network.

- **Employee self service through Web Employee**
- **Digitized logo to checks**
- **Five standard reports**
  - o Cash Requirements and Deposit Report
  - o Condensed Payroll Journal
  - o Depository Totals Report
  - o Check Register
  - o Earnings Report
- **Additional reports to meet your needs**
  - o 8846 Worksheet
  - o Deductions Register
  - o Employee Listing
  - o Local Withholding Worksheet
  - o Tip Analysis Report
  - o Accruable Benefits Report
  - o Employee Check Record
  - o Journal Entry Report - Payroll
  - o Premium Earnings Report
  - o Wage Register
- **One-hour web-based training**
- **Employees changes and new hire updates**

## Additional Services

**Paper Checks**—For businesses that prefer more traditional methods, myPay Solutions can print and deliver your checks. To protect sensitive paycheck information, checks are issued on high-quality, self-sealing check stock. Custom logos and signatures also help support your unique business identity.

**Pay-as-you-go Workers' Compensation**—myPay Solutions has teamed up with one of the nation's largest and most respected insurance companies, to provide you with a hassle-free approach to workers' compensation. With this option, you can pay premiums on a per-payroll basis, giving you maximum control of your workers' compensation costs and improving cash flow.

**401(k) Retirement Contribution Opportunities**—A 401(k) is one of the benefits that will help you improve employee job satisfaction and attract new hires. Offering a web-based plan adds convenience to this valuable benefit.

**myPay Solutions PayCards**—Provide the convenience of a MasterCard® payroll/debit card to your employees. The net paycheck amount is loaded onto the PayCard on the morning of payday and can be used to make debit purchases or ATM withdrawals at over one million locations in the U.S. and at over 5.4 million locations worldwide.

But that's just the beginning.

myPay Solutions	Large Service Bureau
<p><b>Personalized Service</b> You are assigned a specific representative to handle all your payroll service needs. Representatives work in teams, so an account expert will be available if your main contact is out of the office.</p>	<p><b>Large Call Center</b> You contact a large call center and are assigned to the next available representative to get your questions answered.</p>
<p><b>Pricing Integrity</b> Pricing models are the same for clients of similar size and all of the core services you need are included in our competitive, easy to understand price.</p>	<p><b>Client-by-Client Pricing</b> Sales representatives build pricing models at their discretion on a client-by-client basis and every service is charged separately. Pricing for clients of similar size may be priced differently.</p>
<p><b>No Hidden Charges</b> All pricing is published and available.</p>	<p><b>Hidden Charges May Apply</b> Price lists are not published and distributed, and quotes may not include all charges associated with payroll processing.</p>
<p><b>Loyalty Rewarded</b> No client ever pays above book price.</p>	<p><b>Loyalty Not Rewarded</b> Price increases occur every 6-12 months regardless of what a company is paying. Clients that have been with the service bureau for a long time may pay above book price.</p>
<p><b>It's all about delivering a high level of service!</b></p>	<p><b>It's all about corporate growth!</b></p>

## About Thomson Reuters

myPay Solutions is a service of the Tax & Accounting business unit of Thomson Reuters. Since 1979, we've been providing the most comprehensive and technologically advanced software and web-based solutions available to the tax and accounting profession.

Thomson Reuters is **the world's leading source of intelligent information** for businesses and professionals in the financial, legal, tax and accounting, scientific, healthcare, and media markets.

## Providing Exceptional Customer Care

For more information, please contact a myPay Solutions Sales Representative by phone at **(800) 968-8900** or via email at **Sales@myPaySolutions.com**, or visit our website **www.myPaySolutions.com**.



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