

Online Payroll



SurePayroll Allows Additional Payroll Runs

By Mary Girsch-Bock

SurePayroll.com from SurePayroll Inc. (877-954-7873; www.surepayroll.com) offers small businesses a surprisingly simple yet comprehensive payroll processing solution. All you need to run SurePayroll is an Internet connection. SurePayroll works with Netscape and Internet Explorer, which is a major plus.

Administrators sign into the administration screen. Once signed in, the Account Center offers a set of tabs with options such as a payroll, reports, employees and company.

The account screen displays the name of the company, the current payroll status, and a memo feature that lists any pending activity that needs to be processed. For new users, SurePayroll offers a guide called "Payroll 101," which is a series of interactive screens designed to guide new users through a complete payroll. The first screen directs you to specific company tasks such as reviewing employee pay information or verifying banking information. You can also view official information, including company locations and company tax identification numbers for accuracy. The next screen displays employee information, such as employee status, pay rates, deductions, benefit accrual rates

and tax information. The final part guides you through the actual payroll processing, including how to add employees, enter pay types, and log vacation and sick time accruals. Use of Payroll 101 helps to insure that initial system information is entered properly.

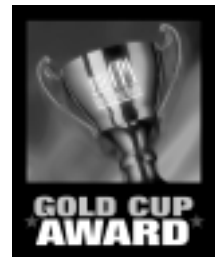
To get started, you'll enter basic company information along with company checking account information, business location and Tax ID number. Next, you'll choose the pay schedule your company will be using. You can then set up information such as company benefit information, benefit accrual rates, deductions and department codes. Employee information should be entered next.

To run a payroll, enter a checkmark next to each employee that you wish to pay, then enter pay information, such as hours worked, overtime hours and other pay, if applicable. You can enter a one-time deduction if necessary. After all information is entered, you can run a Payroll Preview Summary for a detailed view of the payroll, including net pay and tax liability. Cash requirement information, direct deposit totals, and tax liability are also displayed to insure timely and accurate payroll funding.

With SurePayroll, businesses can also run an additional payroll, if necessary, for bonuses or for a

terminated employee, thus eliminating the need for a manual check.

SurePayroll also offers company employees the ability to access their personal pay information online. The employee screen allows employees to view personal information, current salary rates, benefit accruals such as available vacation and sick time, and tax deduction information. Employees can also view current deductions such as 401K percentages and health plan premiums. By clicking on My Check, employees can view their last check in detail. Clicking on My History lets employees view prior-period checks. My User Profile has employee information including user name and password information with an option to change either one.



SurePayroll is geared toward smaller companies with limited payroll/human resource personnel, but this system is affordable and extremely user friendly. Little time will be needed to become comfortable with the system. SurePayroll is proof that a solid payroll program does not have to be complex. ■ ★★★★★



Making Payroll Just Got Easier!

- SurePayroll, exclusively designed for small businesses, is about half the cost of traditional payroll services.
- Simple, intuitive user interface makes payroll a breeze. Payroll and taxes can be done in a matter of minutes – all you need is a Web browser!
- “Anytime, anywhere” access to payroll and reports keeps you in control.
- Real-time payroll preview tells you exactly how much you need to fund payroll and lets you correct errors before they turn into headaches.
- Service includes direct deposit, federal, state, and local tax filing, payments and reports.

Interested in Learning More?

It's as easy as 1, 2, 3!

Step 1

Please Provide the Information Below.

How is payroll currently processed?

- In-house
- Accountant/Bookkeeper
- I'm a new employer
- Another payroll provider
- If so which one? _____

How often do you pay your employees?

- Weekly
- Semi-Monthly (twice a month)
- Bi-weekly (every other week)
- Monthly

How many employees and contractors do you have? _____

Do you currently have access to the Internet?

Yes No

First Name _____

Last Name _____

Company Name _____

Phone _____

Fax _____

Email _____

Step 2

Contact Us.

Fax this form to 1-847-676-5150.

Step 3

We'll Be in Touch Soon!

We'll have a payroll specialist affiliated with our service contact you shortly.

Questions? Call 1-877-954-7873.

For more information, complete and fax this form or call us at 1-877-954-7873