



Make Your Payroll Process Pay Off

Watch your employee satisfaction go up and your overhead costs go down.

Keeping up with constantly changing W-2 forms and employee personal information can be immensely time consuming and costly. Not to mention, risky. Incorrect information can lead to IRS audits and significant financial penalties. And, that's just one piece of the payroll process. It's expensive to distribute W-2s and paystubs to remote locations, manage termed employee W-2s with out of date and undeliverable addresses plus deal with employee complaints about delayed loans due to insufficient documentation. The "digital lifestyle" is here to stay and employees expect 24/7 access to their employment records just as do their bank accounts or Facebook.

Give your employees what they need when they need it.

One way to take care of your employees, ensure regulatory compliance and reduce your operational costs is to provide access to current and past paystub and tax information anywhere, anytime and on any device. Our Payroll Automation solution - powered by DocAgent - helps organizations automate their manual paper-based W-2 and paystub processes to significantly decrease costs while improving efficiencies.

Served on-site or in the cloud, the solution offers a secure, easy-to-use Web-based tool where employees can proactively examine current pay period information, review pay history and provide information to agencies requiring employment verification and annual tax forms. Providing employees on demand access to online paystubs and W-2s/T4s eliminates the need to involve managers or payroll personnel. The result? Increased privacy, decreased administrative costs and an HR staff fulfilling strategic rather than operational roles.

Did You Know?

- On average, it costs an organization around \$1.90 per employee to print and distribute each paystub.¹
- Providing payroll and HR self-service functionality to employees results in a 50% lower Total Cost of Ownership.²
- Payroll automation can reduce costs related to payroll management up to 80%.³

Key Benefits

- Eliminate costs associated with paper handling, storage & transportation
- Substantially reduce printing costs of paystubs, W-2s, T4s, forms, envelopes, folder/sealer forms, etc.
- Lower time & costs required to reproduce lost paystubs & W-2s
- Minimize the time expended by payroll & administrative personnel to manage payroll activities
- Deliver email notifications to employees at pay cycles & end-of-year
- Boost employee satisfaction

Your System. Enterprise and Cloud Options.

Automate your entire payroll process and realize a 70% or greater cost savings!

- One system
- One point of entry
- Integrated & secure



Management Dashboards



Systems & Workflow



Mobile Access 24/7



Identity & Access



Integration & Aggregation



Intuitive User Experience

Solution Highlights

- Reduces keying errors and countless hours of validating employee information by enabling employees to make demographic and contact information updates that are securely transferred to the employer payroll system.
- Provides secure document storage for current and past years' records that is not part of the core infrastructure—thereby allowing termed employees access without involving the payroll department.
- Enables employees the flexibility to determine how they would like to receive their year-end W-2/T4 via an optional opt-in module. With this module, the employer is guaranteed to meet all federal compliance guidelines for eW-2s and eT4s.

Sources

1 National Automated Clearing House Association (NACHA). www.nacha.org.

2 PricewaterhouseCooper (PwC). (2011). The Hidden Reality of Payroll & HR Administration Costs.

3 American Payroll Association (APA). www.americanpayroll.org.