

AUTOMATED PAYROLL PROCESSING



A PAYROLL COMPANY AFFILIATED WITH H2R CPA

FLEXPAY

As a preferred alternative to the national payroll companies, FlexPay is a high-quality, automated payroll processing service for organizations of any size.

WHY FLEXPAY?

FlexPay offers a stress-free, proven solution for managing your payroll, no matter how large or small your organization is.

- ✓ CUSTOMIZED, START-TO-FINISH PAYROLL SERVICES
- ✓ FLEXIBILITY AND CONVENIENCE
- ✓ PERSONAL SERVICE JUST A PHONE CALL AWAY
- ✓ ACCESS TO CPAS FOR EXPERTISE ON ACCURATE PAYROLL REPORTING
- ✓ AVAILABLE TIME CLOCK INTEGRATION
- ✓ COMPETITIVE PRICING WITH NO HIDDEN FEES
- ✓ NO START-UP COSTS

CONTACT US AT 412-391-2920 OR FLEXPAY@H2RCPA.COM FOR DETAILS

STANDARD SERVICES

FlexPay's standard payroll services help to ensure an accurate payroll and compliance with Federal, state and local tax reporting requirements.

Each Pay Period

- Record of payroll hours
- Payroll checks
- Direct deposit
- Employee earnings statements
- Net check register
- Payroll journal
- Departmental cost summary
- Federal, state & local tax deposits

Quarterly

- 941 quarterly Federal tax return
- State unemployment tax return
- Deposit for Federal unemployment tax
- State quarterly withholding tax return
- Local tax returns

Annually

- Federal and state W-2s and W-3s
- Federal 940

OPTIONAL SERVICES

As part of FlexPay's customized payroll services, we provide the following options based on your specific business requirements:

- EFTPS filing
- General ledger posting report
- Time off accrual report
- Automatic check signing
- Sealing payroll checks into envelopes
- Retirement plan reports
- Multi-state capabilities
- New hire reporting
- Remote access
- Employee self-service

TIME CLOCK INTEGRATION

FlexPay provides a fully integrated solution for organizations that wish to convert to a time clock system for more accurate time keeping. The combination of FlexPay and a time clock system ensures the most efficient, accurate and cost-saving payroll process.

- ✓ IDEAL FOR 10+ EMPLOYEES
- ✓ MINIMAL STARTUP INVESTMENT
- ✓ SIGNIFICANT COST SAVINGS
- ✓ FINGERPRINT ACCURACY
- ✓ AUTOMATED INTEGRATION, NO PAPERWORK