

Payroll Processing Setup

CALENDAR SETUP

1st Period Begin : _____

1st Period End : _____

1st Process Date : _____

1st Check Date : _____

2nd Period Begin : _____

2nd Period End : _____

2nd Process Date : _____

2nd Check Date : _____

Either date moved due to non-business day? Yes
 No

If a check date falls on a non-business day (holiday, weekend) the check date should be moved to: The day before
 The day after

Does client use more than one payroll frequency? If yes, explain. Yes
 No

PAYROLL CONTACT OPTIONS

Contact gets reports emailed:

Contact 1 security:

Contact 2 security:

CLIENT REPORTS PACKAGE

- | | |
|--|--|
| <input type="checkbox"/> Payroll Register | <input type="checkbox"/> Payroll Register w/ YTD |
| <input type="checkbox"/> Labor Distribution | <input type="checkbox"/> Accrual History |
| <input type="checkbox"/> Check Register | <input type="checkbox"/> Workers Comp |
| <input type="checkbox"/> Payroll Summary | <input type="checkbox"/> 401k/Retirement |
| <input type="checkbox"/> Direct Deposit | <input type="checkbox"/> Job Costing |
| <input type="checkbox"/> Invoice | <input type="checkbox"/> Certified Payroll |
| <input type="checkbox"/> Other (List any other reports): _____ | |

CLIENT ANALYSIS

Y N

Does the client import time?

If so, from what system? _____

Does the client use multiple batches on a check date?

Explain any reasons for using multiple batches: _____

Does the client require any special calcs/processes?

If so, what? _____

Does the client have a 401k match?

If so, how is it calculated? _____

What is your client's expected payroll liability per processing? _____

ADDITIONAL SERVICE OPTIONS

- Checks sorted alphabetically (If no, mark appropriately)
- | | |
|---|---|
| <input type="checkbox"/> Checks then Vouchers | <input type="checkbox"/> Numerical by EE ID |
| <input type="checkbox"/> By Cost Center | <input type="checkbox"/> Other |

Direct deposit option for first payroll:

- Pre-note 1st check for # of days:
 Live Direct Deposit

General Ledger

Standard Report Simple Export

Accounting Software (specify): _____

Retirement Plan - Vendor/3rd Party

MPAY Partner:

Other (specify): _____

Workers Compensation - Vendor/3rd Party

MPAY Partner:

Other (specify): _____

Miscellaneous Options:

- | | |
|--|--|
| <input type="checkbox"/> Pretax deductions | <input type="checkbox"/> Online Tax Forms (with ESS) |
| <input type="checkbox"/> Tip Allocation | <input type="checkbox"/> Certified Payroll |