

PAYSUITE

Payroll Administration

- Includes all the services below -
- Customized options available -

PAYROLL ADMINISTRATION

BASIC PAYROLL Cardinal calculates your employee's payroll checks, from gross earnings to net pay.

TOTALTAX TotalTax provides you with a comprehensive tax filing service. When given the appropriate information we accept responsibility for accurate and timely payroll tax reports, returns and payments. You get security, reliability and copies of our work for your archives. When you sign up for TotalTax we will also verify your federal tax filing status and all of your federal payroll related tax ID numbers and rates.

DEDUCTION AND GARNISHMENT CHECKS We will create checks automatically for deductions like child support, student loans, wage garnishments or third party benefit plans complete with appropriate agency names and identification numbers.

NEW HIRE REPORTING Mandated by law in 1998, employers are required to notify the Office of the Attorney General when an employee is hired or rehired. Penalties do apply.

DIRECT DEPOSIT Convenient, reliable, secure, efficient and flexible. Used by 80% of all US companies, direct deposit is one of the least expensive and most popular employee benefits around. A cash management tool that allows for multiple account disbursement (up to 5), direct deposit gives your employees access to their pay regardless of holidays and vacation schedules. No long bank lines, high check cashing fees, lost or stolen checks. Pay data is available on easy to read payroll vouchers.

PAPERLESS REPORT DELIVERY An ideal service that helps you communicate with your accountant, eliminate desk clutter, increase confidentiality or save a tree.

DIGITAL SIGNATURE Provides convenience and security on payday.

CHECK STUFFING Saves time and ensures confidentiality.

BENEFIT TIME OFF ACCRUALS Save time by allowing us to calculate and accrue your employee vacation, sick and other personal time exactly the way you intend. Provide us with your policy and we will provide you with a hands-off approach to time-off accrual, management reports and a statement on your employee's payroll check stub.

EMPLOYEE TIME OFF ACCRUALS Posted on their payroll stub, employees can review their vacation, sick and personal time-off accruals and usage every payday.

WORKERS COMP TRACKING Track Worker's Compensation premiums by employee.

TIPS REPORTING Alerts you to discrepancies in meeting minimum wage requirements. Provides you with tip allocations, tip wage calculations, and your tip wage tax credit.

CAFÉ REGISTER Comprehensive report that combines all of your employees section 125 deferrals on a single report.

CHECK LOGOS Personalize your check with your company logo

CHECK MEMO SERVICE Send a company message (i.e. Sign up for direct deposit today.) to all employees or a personal message (i.e. Happy Birthday) to an individual

WORKPLACE SOLUTIONS