

# PR | Payroll Services

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*Scope of services will vary by each Client Engagement. The service descriptions below are intended to be used as a guide and are not to be construed as an extension of a contract or agreement.*

## PR01 | Preparing & Processing Payroll

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Client Specific	Check Date	Gusto Payroll

**Service Description:** Paired with Gusto Payroll, we offer to help process your payrolls for you. You can send us your timecards for the period (or if we have access, we can pull reports ourselves) and we'll take care of adding up, keying in, and processing your payrolls through Gusto. As we process, we are also auditing each payroll for compliance and will do our best to notify you of anything that may need your attention (new regulations, changes in employment laws, etc.).

**Client Responsibilities:** To provide timely employee and payroll updates prior to processing. To provide access to timekeeping software and to promptly submit timesheet before processing payroll. To approve payroll pre-processes sent prior to processing. To write/print live checks in house after processing.

## PR02 | Retirement Account Remittance

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Client Specific	Check Date	Online Account Access

**Service Description:** Following payroll processing, there may be additional remittances that need to be scheduled and processed. We work with a variety of retirement account providers and will handle processing contributions and remittances to these providers following each payroll processing. As we process these contributions, we are also auditing each payroll for compliance and will do our best to notify you of anything that may need your attention (new regulations, changes in employment laws, etc.).

**Client Responsibilities:** To provide access to the retirement account providers website. To approve pre-processing requests sent prior to finalizing contribution submissions.

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