

CBIZ

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John Smith
Four hundred forty-five and 55/100
Weekly Hours:
Total Overtime:
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CBIZ PAYROLL



CBIZ PAYROLL, INC.

Your business's success depends on how well you manage many areas of expertise; some having nothing to do with your actual business – but are an integral part of doing business. Combining knowledge, discipline and professionalism, CBIZ Payroll, Inc. is committed to making your business easier. This commitment is possible because we **focus** on our clients, achieving results, gaining knowledge and teamwork.

An integrated employee solution allows CBIZ Payroll, Inc. to provide you the highest level of client service...we call this our STAR Service Commitment.

CBIZ Payroll uses the latest in payroll technology to bring you an accurate and simple payroll solution. Sensitive and critical information is at your fingertips with our remote entry software. We offer integrated employee benefit services – Section 125 and COBRA administration. We understand the time consuming nature of these functions, as well as the complexity of federal and state regulation compliance. Let CBIZ take care of your payroll and benefit needs while you focus on your business.

Integrated Payroll Services

CBIZ provides comprehensive and *integrated* payroll and employee benefit services including payroll administration, Section 125 “flex” plans, and COBRA administration. These services are “bundled” into one package offering savings and efficiency to your business. The payroll database manages the employee data essential to most employee benefit programs.

There are many economies of scale that can be recognized through the bundling of our services. If you engage other CBIZ entities for services, infor-

mation can easily be transferred between our entities upon request. Our streamlined and integrated process results in more efficient, less costly services to your business. We recognize the need for comprehensive employee benefit plans in order to attract and retain quality employees.

Payroll Processing

CBIZ offers a comprehensive payroll solution to your business. Some of our payroll services include:

- Producing and delivering paychecks
- Detailed reports – payroll, tax, general ledger, census
- Quarterly payroll tax return preparation and filing
- Tax filing and remittance
- W-2 & 1099 preparation at year end
- Direct Deposit
- Custom General Ledger
- 401k data and funds transfer

Allowing CBIZ to administer your payroll provides you with immediate access to key employee data and reports to help manage your business. Finally, our Single Invoice System greatly reduces your paperwork as we send you one invoice per payroll period for all of our services.

Flexible Benefits Plan

A flexible benefits plan is a simple way to reduce employee taxes, employer plan administration cost and employer tax liability while providing quality benefits to your employees. CBIZ offers Premium Only Plans and Flexible Spending Accounts for medical reimbursement and dependent care.

Payentry.com™: Web based payroll and human resources

Payentry.com™, a web entry system, leverages the power of the internet to securely deliver a high performance, secure and reliable website for payroll and human resource management.

Simple...Payroll administration is greatly simplified with web based entry. All you need is a web browser and a free version of Adobe Acrobat.

Complete...This complete solution allows a payroll administrator to access completely modifiable employee profiles and to have complete access to company information. In addition, you are assured of secure access from anywhere, anytime and from any browser.

Features...This system provides feature rich payroll data entry. A batch pay entry screen allows for quick data entry. Time clock imports allow quick data entry directly to the web browser via a PDF. The manual check capability allows for checks to be printed outside of the regular payroll cycle. Finally, an extensive library of standard reports is automatically available.

Security...CBIZ Payroll services offers extensive security options for the Payentry.com™ system. This includes a hosting facility, server fault tolerance, network and application security, and ongoing monitoring and control.

With a flexible benefits program your employees can pay certain insurance premiums as well as medical and dependent care expenses with pre-tax dollars.

Some of our services include:

- Plan design and set-up
- Plan document and adoption agreement
- Discrimination Testing
- Weekly claims processing



COBRA Administration

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) mandates that any organization with 20 or more full or part-time employees offer a “temporary continuation” of group health and Section 125 benefits to employees upon experiencing a “qualifying event”.

CBIZ COBRA services offer solutions that will increase your productivity, reduce your liability and save money on insurance premiums. Some of our services are:

- Track enrollment and premium payments
- Periodically verify participants’ eligibility
- Monitor election time periods and participant timeframes
- Provide a Certificate of Coverage detailing benefit history with the employer
- Provide various documentation...letters to participants, eligibility and participation reports and monthly activity documentation

STAR Service Commitment

CBIZ surpasses the competition with superior client service....our STAR Service Commitment.

We commit to the highest level of client service. The STAR represents the five points of service that differentiate us from our competitors...**Simplicity, Technology, Talent, Accuracy and Responsiveness.**

Simplicity...Clients have one phone number and one client service team to keep it simple when you require assistance. We do NOT outsource our services...we have technical experts across all our services offerings.

Technology/Talent...Our employees are certified, receive ongoing training



and provide the highest quality service. We also ensure our employees have the most current technologies with which to integrate with your systems and to enhance the products we use to best support our clients.

Accuracy...As you are transitioned, a service team will be assigned to you to ensure a positive and efficient experience. We continue to seek your feedback through surveys and direct contact from our service teams.

Responsiveness...Our low client to service representative ratio allows us to promise a same day response to your inquiries. Our service teams are also very integrated with our other CBIZ Payroll teams.

Our promise to you...

If within the first year of service, CBIZ does not meet your service expectations, we will help pay for your transition to another service provider.

- You must notify our Quality department via email (quality@centurypayroll.com) or letter (Attn: Quality) that you intend to employ the service commitment.
- Upon notification, a quality specialist will contact you directly to develop a 30 day plan of resolution addressing each of your concerns and our agreed upon resolutions.
- If you are not satisfied after the 30 day period, CBIZ will pay you 20% of your annualized fees (up to \$5000) after your final processing.



Your Business Just Got Easier.



Multiple Services with a Single Focus: **Your Success**

National Resources;
Personal Service

ACCOUNTING, TAX, &
FINANCIAL ADVISORY

BENEFITS CONSULTING &
ADMINISTRATION

HUMAN RESOURCES

INSURANCE

LITIGATION SUPPORT

M&A/CAPITAL ADVISORY

MARKETING

PAYROLL

PROPERTY TAX

REAL ESTATE ADVISORY

RETIREMENT & WEALTH
MANAGEMENT

TECHNOLOGY

VALUATION & APPRAISAL

Operating a successful business is never simple.

Beyond producing the product or delivering the service your company offers, you have to manage the people and systems that keep it running efficiently and profitably. There are always financial and tax issues, employee benefits and insurance concerns, technology challenges, and numerous other business problems which keep you from focusing on your core business.

That's where CBIZ can help. We are uniquely positioned to assist you with a wide range of professional services and solutions, all with a single focus: your success.

For more information, contact your local CBIZ Advisor or call our toll-free help line, 1-800-ASK-CBIZ (1-800-275-2249).



www.cbiz.com

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