



ASO Payroll Products



Value Pay Complete Pay Enhanced Pay

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Value Pay

Value Pay provides a simple, yet comprehensive, payroll and employee administration solution for accurate, on-time payroll and 1099 payments, and tax filing and funds distribution requirements through our HRIS management system.

Explanation of Services

Payroll Processing

- Check/direct deposit/pay stub printing and deduction payment processing for employees and 1099 contractors with delivery to the worksite via client-paid overnight mail unless otherwise arranged
- Garnishment payments and new hire reporting
- All administration services provided on behalf of client under client's tax accounts.

Payroll Taxes & Reporting

- Bi-Weekly/Weekly — prepare and deposit state and federal withholding tax payments
- Monthly — prepare and deposit state** and federal withholding tax payments
- Quarterly — prepare and file Quarterly Federal Tax Return Form 941, prepare and file Quarterly State** Unemployment Insurance Reports, create and send State Unemployment Insurance Magnetic Media File
- Yearly — prepare and send employee W2's, create and send Magnetic Media File for Social Security Administration, prepare and file Employer's Annual Federal Unemployment Tax Return Form 940, and prepare and file Annual Transmittal Form W3.

Pricing*

- \$12.50 per employee per month (bi-weekly, semi-monthly) / \$15.00 per employee per month (weekly)*
- Addition of On-Site HR and Risk Management Services such as employee handbook preparation, implementation of safety program, and annual HR audit: \$100 per hour
- Addition of Web-based access to payroll: \$3 per employee
- Addition of staffing services: \$2.50 markup over employee wages and taxes
- Minimum of 5 employees



Complete Pay

Complete Pay builds on the Value Pay product to offer increased Web-based reporting flexibility and enhanced deduction, garnishment, and benefit plan payment administration for those businesses with more complicated requirements. Complete Pay assumes the payment of benefit and workers' compensation programs and drastically reduces time spent auditing monthly employee-related bills to promote focus on business growth.

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Workers' Compensation and Benefits Tracking

- Payment of employee benefit and workers' compensation invoices and processing payroll by class code analysis for workers' compensation and benefit audit information.

Pay Cards

- Provide employees without access to a traditional checking account the ability to Direct Deposit.
- Employees have access to their pay via the pay cards 24 hours/7 days a week at ATM's and sale terminals.

Human Resources

Online Self-Service

- Employees have access to all payroll and job information as well as human resource and benefit related forms.
- Managers have access to detailed reporting, training, skills tracking and benefit administration.
- Maintenance and support are provided to both employee and manager.
- Reports available as a PDF file or downloaded to Excel.

Four Point HR Employment Management System

- Online access to forms, tools, content and systems that will provide a tangible improvement in your selection, management, and retention of employees.

Pricing*

- \$25.00 per employee per month (bi-weekly and semi-monthly) / \$27.50 per employee per month (weekly)
- Addition of on-Site HR and Risk Management Services such as employee handbook preparation, implementation of safety program, and annual HR audit: \$100 per hour
- Addition of staffing services: \$2.50 markup over employee wages and taxes
- Minimum of 10 employees

Enhanced Pay

Enhanced Pay builds on the Complete Pay product to offer basic human resource policy review and preparation and complete SUI tax and claims management. Businesses gain improved ability to handle employee relations issues, reduce the time and financial impact of SUI claims, and attract qualified talent. With Enhanced Pay, Four Point HR becomes a virtual HR department.

Explanation of Services

Payroll Administration

Payroll Processing

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- Garnishment payments and new hire reporting
- All administration services provided on behalf of client under client's tax accounts.

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Human Resources – Includes the Features of Complete Pay Plus:

Employee Relations

- A fully customized employee handbook that clearly establishes policies and procedures for all employees.
- Access to forms and training on our Quarterly Employee Management (QEM) system to help maximize employee performance and access to telephonic HR support to help navigate difficult employee related issues.

State Unemployment Tax and Claim Management

- Quarterly report of SUI taxes payments.
- Optional guidance and assistance in advance of all unemployment telephonic claims hearings and submission of claim paperwork to help reduce the impact of turnover and consult on how to conduct progressive discipline through our Quarterly Employee Management (QEM) system to improve future unemployment claim results.

Pricing*

- \$35.00 per employee per month (bi-weekly and semi-monthly) / \$37.50 per employee per month (weekly)
- Addition of On-Site HR and Risk Management Services such as employee handbook preparation, implementation of safety program, and annual HR audit: \$100 per hour
- Addition of staffing services: \$2.50 markup over employee wages and taxes
- Minimum of 10 employees

*Does not include one time set up fee of \$10 per employee and \$16 payroll delivery fee.

**Tax payments and returns for one state included. Additional states can be added for \$10 per month.

Payroll Products At A Glance

	VALUE PAY	COMPLETE PAY	ENHANCED PAY	PEO SOLUTION
Payroll Processing	✓	✓	✓	✓
Payroll Taxes & Reporting	✓	✓	✓	✓
Workers' Comp & Benefit Tracking		✓	✓	✓ (Includes full Workers' Comp Services)
Pay Cards		✓	✓	✓
Web Access	Incremental charge of \$3 per employee	✓	✓	✓
Online Self Service Human Resources		✓	✓	✓ (Includes full HR Services)
Employee Handbook & HR Form/Training Access			✓	✓
State Unemployment Tax & Claim Management			✓	✓ (Includes full Benefits)
Minimum Employees	5	10	10	5
Fee*	\$12.50 (bi-weekly/semi-monthly) / \$15 (weekly)	\$25 (bi-weekly/semi-monthly) / \$27.50 (weekly)	\$35 (bi-weekly/semi-monthly) / \$37.50 (weekly)	Custom Pricing
HR Consulting	\$100 per hour	\$100 per hour	\$100 per hour	✓
Staffing Services	\$2.50 over wages and taxes per position	\$2.50 over wages and taxes per position	\$2.50 over wages and taxes per position	\$2.50 over wages and taxes per position

*Does not include one time setup fee of \$10 per employee and \$16 payroll delivery fee. See full product descriptions for details.