



PAYROLL PACKAGES AT A GLANCE...

FEATURES & BENEFITS [^]	FULL CHOICE PACKAGE	FULL E-SERVICE PACKAGE	D-I-Y SELF-SERVICE ONLINE [#]
<i>Chart Key: ✓ = Included ⊙ = Optional^{^^}</i>			
EASY PAYROLL PROCESSING			
Process Payroll As Often As You Like (W2 and contractors)	✓	✓	✓
Report hours: call-in, fax, e-mail, or submit online	✓	Email/Online	Online
Employee Time-Sheet Provided (Electronic or Hard Copy)	✓	✓	Online
Vacation and Sick Day Tracking	⊙	⊙	⊙
Employee Deduction and Employer Contribution Tracking	✓	✓	✓
Mail Payroll Report Delivery	⊙		Self-Print/Store
E-Mail Payroll Report Delivery	✓	✓	✓
Mail Pay Stubs and Payroll Reports	⊙		Self-Print/Store
E-mail Pay Stubs and Payroll reports	✓	✓	✓
Employee Direct Deposit	✓	✓	✓
Employer On-Line Payroll Access	✓	✓	✓
Employee Online Access to Paystubs/W-2's	✓	✓	✓
New Hire Reporting	⊙	⊙	Online (D-I-Y)
FEDERAL PAYROLL-RELATED TAXES			
Federal Tax Form Preparation (Quarterly, Annual, W2's, etc.)	✓	✓	✓
Electronic Federal Tax Payment Scheduling (when applicable)	✓	✓	✓
Signature-Ready Federal Tax Form Preparation	✓	✓	✓
Electronic Federal Form Filing (when applicable)	✓	✓	✓
STATE PAYROLL-RELATED TAXES			
State Tax Form Preparation (Quarterly, etc.)	✓	✓	✓
Electronic State Tax Payment Scheduling (when applicable)	✓	✓	✓
Signature-Ready State Tax Form Preparation	✓	✓	✓
Electronic State Form Filing (when applicable)	✓	✓	✓
ADDITIONAL SERVICES			
New York State Disability Carriers Available*	✓	✓	✓
Pay-As-You-Go Worker's Comp. Integration**	✓	✓	✓
Additional Checks (child support, retirement, etc...)	⊙	⊙	⊙
Retirement/Employee Benefit Plan Integration (when possible)	⊙	⊙	⊙
Bookkeeping Software Integration (if compatible)	⊙	⊙	⊙
Accounting/Bookkeeping Service Integration (if applicable)	⊙	⊙	⊙
Electronic Check Signature	✓	✓	✓
Employee Time Tracking	⊙	⊙	⊙
Check Folding/Insertion	⊙	⊙	⊙
Individual Check Delivery (Third-Party/Employee Checks)	⊙	⊙	⊙
Third-Party Sick Pay W-2 Integration	✓	✓	✓
Customized Payroll Process Selections/Pricing	⊙	⊙	⊙

[^]All services intended to be provided as listed whenever possible, though company-specific circumstances may prevent or allow exceptions to such services. ^{^^}Some optional services are included in standard pricing and some come with additional costs. Inquire for company-specific pricing.

[#]All Do-It-Yourself (D-I-Y) services provided through access to Frank Cornell Associates, Inc. chosen and authorized use of online payroll software. While assistance is available with set-up and limited assistance is available for other concerns, client company should only choose this service if they fully intend to process payroll on their own in almost every case. Additional fees may apply if significant assistance is needed and client company will be charged accordingly.

*State disability insurance products available through licensed individuals and/or may be obtained through client company's current insurance agent/carrier, if needed. **Workers compensation not offered through Frank Cornell Associates, Inc. or any of it's staff, but integration may be available to simplify payroll-related premiums paid by client company to participating carrier, if available.

