



## PAYROLL SERVICES REVIEW

Have you reviewed your payroll services recently? Performing a periodic payroll services review is a critical step to confirming the solution you have maximizes your administrative time and resources. Provide the answers to the following 10 questions to allow JJH Employer Services and our partner PrimePay evaluate your current payroll solution.

### Company Information:

- a. Company Name \_\_\_\_\_
- b. Contact Person \_\_\_\_\_
- c. Phone Number \_\_\_\_\_
- d. Email Address \_\_\_\_\_ Best time to call AM / PM

### 1. Who is the incumbent payroll provider?

- ADP
- Paychex
- CPA/In-House
- Other \_\_\_\_\_

### 2. How many employees are on the payroll?

### 3. What is the frequency of pay?

- Weekly (52 pays)
- Bi-weekly (26 pays)
- Semi-monthly (24 pays)

### 4. Direct Deposit vs. Live Checks

- How many employees receive direct deposit?
- How many employees receive live checks?

### 5. Are any live checks electronically signed and sealed in envelopes?

### 6. Can employees access pay stubs online?

### 7. Is General Ledger info imported from payroll to the client's accounting software?

- If so, what accounting software is used?

### 8. Is vacation tracked through payroll?

### 9. Are any special reports provided?

- 401(k) or retirement report
- Labor Distribution Report
- General Ledger Report

### 10. What is the method of submitting/processing payroll?

- Online Web Payroll
- Phone
- Email/Fax

### QUESTIONS?

