

# PAYROLL





## Value to Business

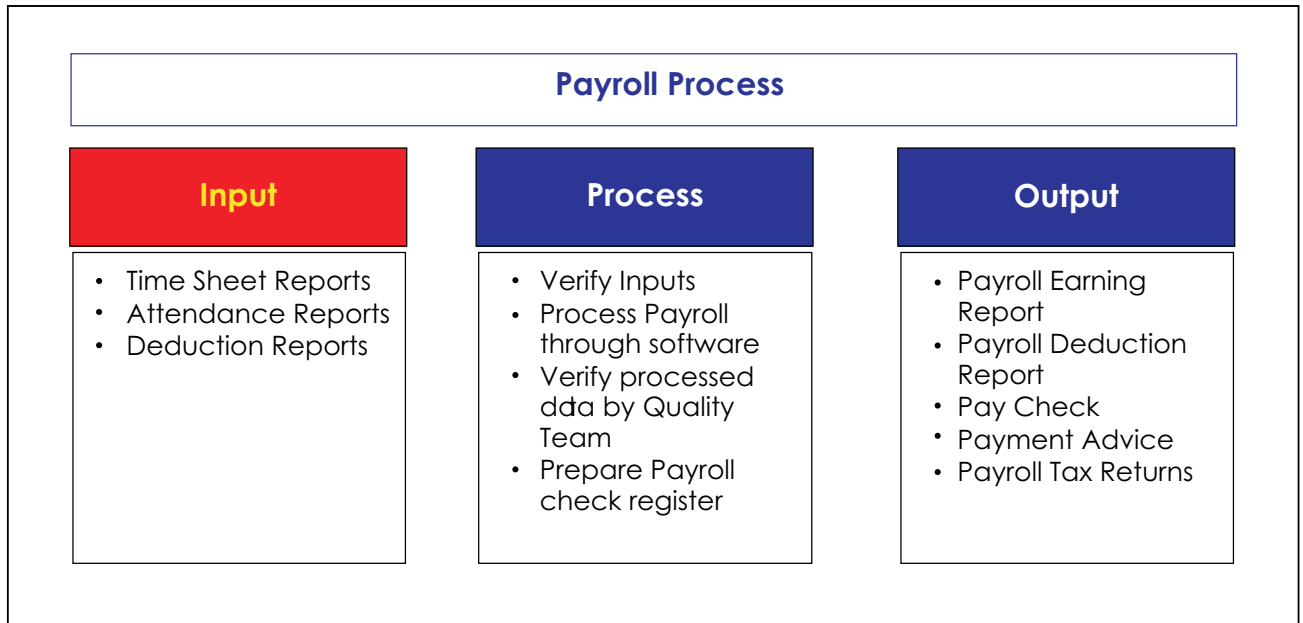
Payroll processing is a very important function to any business employing people. Processing correct payroll, paying employees, statutory and other liabilities in time helps in sustaining employees' morale and ensures statutory compliances.

## Objectives

1. Accurate and timely payment of payroll
2. Depositing all payroll liabilities and avoid penalties
3. Accurate reporting to federal, state and local agencies
4. Generate Payroll MIS reports

## ProPart Service Details

1. Maintain employee master data
2. Process time sheets and attendance
3. Process paychecks
4. Generate pay slips
5. Generate summary report
6. Generate W-2 forms
7. Deposit payroll withholdings
8. Deposit garnishments and other deductions
9. File payroll withholding and unemployment form with federal, state and local agencies
10. Generate payroll related MIS reports
11. Respond to employee payroll inquiries



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