

Three easy steps to do your payroll

Step 1: Enter Payroll Data

Create Paychecks

Every Friday

Pay Period: 12/06/2008 - 12/12/2008 Pay Date: 12/12/2008

Pay Name	Regular	OT	Sick Pay	Vacation Pay
<input checked="" type="checkbox"/> Phil Vogel	Salaried			
<input checked="" type="checkbox"/> Stacy McIntyre	40			
<input checked="" type="checkbox"/> Jay Krishnan	32			8

CREATE PAYCHECKS

- Log in to our secure website
- Enter hours for employees and create paychecks
- Calculations are guaranteed to be accurate

Step 2: Pay employees Instantly

Beachside Candy Shop
321 Point Marine Drive
Santa Maria, CA 93454

ADVICE OF DEPOSIT

Stacy McIntyre
786 Amador Ave
Santa Maria, CA 93454

PAY	Hours	Rate	Current	YTD	TAXES WITHHELD
Salary	-	-	2307.69	16153.83	Federal Income Tax
Commission	-	-	0.00	150.00	Social Security
DEDUCTIONS		Current	YTD		Medicare
401K		346.15	2445.55		CA Income Tax

- Click to pay employees by direct deposit or
- Print paychecks at your printer

Step 3: Pay taxes and file forms seamlessly

Approve Payment

Payment Date	Tax Type	Amount	Delete
<input type="radio"/> Earliest 12/10/2008			
<input type="radio"/> Other	Federal Taxes(941)	1341.71	X
<input checked="" type="radio"/> Latest 12/17/2008			

Pay electronically:

APPROVE

- When payroll is completed, click to send electronic payments & forms for both Federal (941, 940 etc) and State forms
- All forms can also be printed and mailed out