



POWERED BY COMMONWEALTH PAYROLL & HR



Payroll that works for us all!

Dependable, integrated and efficient

OUR SERVICE MODEL

Personal Attention

We get to know you and your business so that we can identify which solutions will fit best for you to improve business processes and make managing employee information more efficient

Dependable Solution

Our solutions are secure and you can be confident that our team will handle your payroll the right way to ensure you remain compliant

Seamless Implementation

You want to have a smooth transition without any hiccups to your employees...and we do too! We have perfected a detailed checklist over the last 20 years to ensure nothing gets missed as we transition your account and employees to our firm

Ongoing Support

Staff training, continuing hands-on support with a dedicated, knowledgeable team, and ongoing process improvement assistance

PAYROLL SOLUTIONS TO SAVE YOUR COMPANY TIME AND MONEY

Payroll today can be complex—with constantly changing compliance regulations, tax rates and your employee’s expectation to access their payroll information anytime, anywhere. You want to respond to these changes timely but you also want to ease your administrative burden to boost productivity and lower costs.

ProSential Payroll is your solution to these challenges. We partner with you and your ProSential Pro to fully understand your business needs. Based on your feedback, we design a solution to help to achieve your goals and make your organization more productive.

Payroll is one business function that touches all of your employees.

Your employees expect to be paid on time and without hassle. They want a system that is easy to use yet secure to keep their private information confidential. Wouldn’t it be nice to offer them a better solution that also helps your organization run more efficiently? ProSential Payroll is that solution.

Whether you are a large or small business, local or national, no matter how you currently process payroll, we can help!

Reach out to your ProSential Pro for more information and together we can develop the best fit solution for you.



TRANSFORMING HR & BENEFITS

Payroll that works for us all!

Dependable, Integrated & Efficient

Every Client Matters

At ProSential Payroll, we live by a dedication to our customers, and combine it with today's most evolved payroll solutions. These allow our clients to become more efficient, with more convenience, without giving up the level of customer service that they have come to expect from us.

We understand how vital the payroll function is to the level of satisfaction and confidence an employee feels about their employer. No matter whether you have 2, 20, 200 or 2000 employees, our obligation to you is the same. The role we play in this is to enable you to meet the needs of your employees with no hassle and plenty of efficiency. And to this, we are quite successful. Our 98% retention rate from year to year proves this point.

The ProSential Payroll Difference

We believe your needs are unique and we can provide technology solutions that are tailored to that uniqueness. Our expert support team works with your staff, freeing them from administrative tasks. As veterans of the payroll industry, we have the specialized training and experience to get the job done right.

We are committed to helping our clients achieve results. We take pride in our client achievements and point to our successes as a testimony to our commitment to excellence.

- You work with an individual or team with whom you have a relationship
- We know your name and the specifics of your payroll without having to hear the dreaded "Client ID"
- You are assigned a direct phone number answered by your payroll specialists, not a call center
- We aren't afraid to drop what we're doing and help you when you call
- By method and timing, working with us is convenient for you and your work week
- Technical help (some call it support) and customer service are the same person- your Payroll Specialist
- Your primary point-of-contact can support you with all of the products you use

By asking the right questions, we can:

- Diagnose your payroll problems and identify gaps.
- Define your unique requirements.
- Provide the right solutions.

Services include:

- Automated tax filing
- Weekly, biweekly, semimonthly or monthly processing
- Web-based report access
- Direct deposit
- New hire reporting
- Garnishment/third party reporting & payment
- Pay as you go worker's comp options
- Multiple convenience-based delivery options
- Human resources outsourcing
- Integrated payroll & HR database



The Offerings

As your business grows, we help you to continue to boost efficiency and automation while reducing cost and risk. At ProSential Payroll, we are an extension of your team as a true partner. We offer the right solution for you—customizing one that fits your unique business. Take a look at what we offer...

Payroll

Payroll Includes:

- Web-based payroll processing
- Support from dedicated account rep
- Quarterly tax & file services—1 state
- Employment status tracking

Traditional Payroll Includes:

- We input your payroll timesheets or hours
- We can print your checks, vouchers and reports and deliver them to you

Web-based Payroll Includes:

- Our web-based payroll processing provides you with the tools to enter your own data and process your payroll with ease

Employee Service

TotalCheck Includes:

- Direct deposit
- Official Bank Check/Positive Pay

Time and Attendance Includes:

- Employee time tracking database
- Input from desktop, web timesheet, and PDA
- Accrual, absence and policy tracking
- Web-based time reporting

HR Services

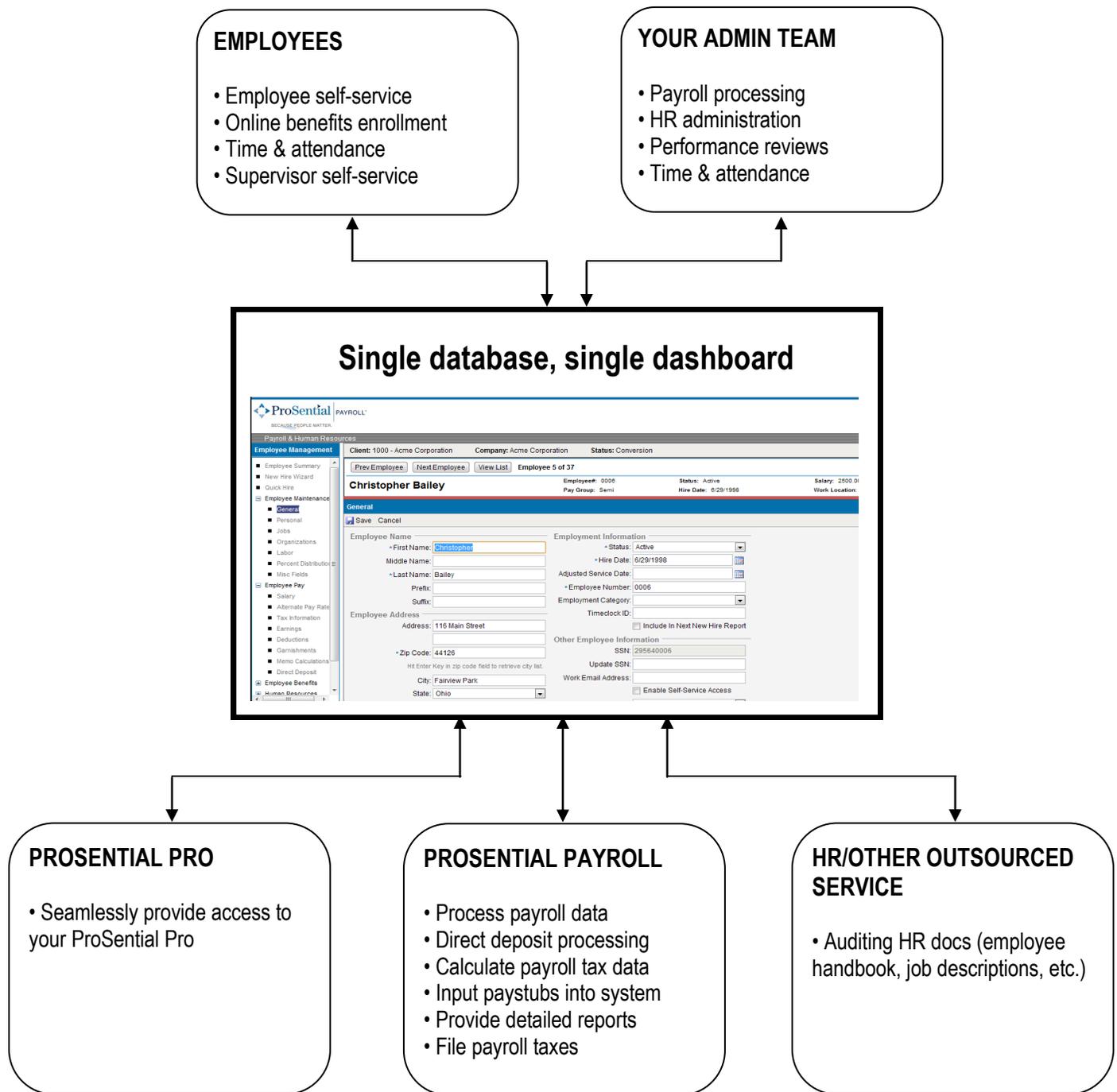
Basic HR Includes:

- ESS-Checkview & W2/View only other
- Employee HR data fields
- Leave accruals/time off
- Employee notes & documents

Full HR Includes:

- Basic HR offerings and...
- Full ESS with workflow
- Manager/supervisor access
- Jobs & hierarchy access
- Benefits tracking with open enrollment
- Performance reviews
- Group term life tracking

An Integrated Approach - A Single Database



The Implementation Process

A Smooth Transition—Our Promise

Without a doubt, transitioning your payroll and other employment processes can be an anxiety-ridden, painful process in which many pitfalls exist. A poorly-executed transition can produce poor results, organizational confusion and unhappy employees. Thankfully, at ProSential Payroll there is a proven process to manage this transition for successful results, to help employers and their employees change not just where they look for their critical and personal data, but also how they look for it.

A Solution Designed for your Business

When it comes to payroll, one size does not fit all. Using technology for payroll can make you more efficient and put employee data at your fingertips where and whenever you need it. But should yours be a company that wouldn't benefit from more efficiency with your payroll, we don't force it on you either. We work with you to develop a solution to fit your unique needs.

Technology Solutions to Streamline Your Processes

Add Powerful Timekeeping Tools

Our clients enjoy the widest array of data collection options, regardless of whether their needs are for desktop based timesheets or "virtual" timeclocks, biometric or card-reading terminals, telephony or Smartphone-based punching. No matter whether you're in an office environment or out in the field, we can help automate your time data collection with cost-effective solutions fit for your business need and location.

We can print your checks and vouchers, deliver them to you, and print the reports for you as well. If all of your employees receive direct deposit, we can setup Paperless Payroll so they can view their paystubs online!



Welcome

- Introduction to your personalized payroll contacts
- We learn your unique needs
- We develop a plan

System Set-up

- Data collection
- Data import
- Reporting requirements
- Timekeeping tools
- Security roles and rights
- Establish system settings, like:
 - Local tax requirements
 - Third-party access
 - Employee views
 - Management views
 - Admin views

Training

- Personalized training using your own, real data
- Administrator training
- Manager training
- Communication to employees

Ongoing Service

- Ongoing assistance
- Report generation
- System modifications
- Tax payment and filing

FAQs

When can we transition to ProSential Payroll? Do we need to wait until the new year?

You can transition at any time. We are prepared to work with you to make your transition as seamless as possible. We will even work with your current provider to make sure everything gets done!

We currently do payroll manually and want to continue doing so in the near future but eventually evolve to an automated system? Can you help?

Yes, our traditional payroll will fit your needs for now and as your payroll needs evolve we will be right there with you to seamlessly transition to the appropriate solution.

Can I just select the HR option without payroll?

We believe our payroll solution should be the cornerstone to your integrated payroll/HR needs. Therefore, at a minimum you should use the payroll component. Adding HR at a later point is certainly an option when the time is right for your business.

We would like to upgrade our payroll platform but we worry about the costs.

You would be surprised how often we save clients time and money when coming from a competing solution. In addition, by moving to an automated system allowing employee self-service you can easily save resources and free up time to work on your core business.

How do my employees access their payroll information?

Your employees have access through an employee portal that we setup for each of them. At the portal they can view their paystubs, change certain fields that you allow (ie. home address), view end of year tax documents and more.