

Payday has never been easier.

When MetroPayroll manages your payroll, you get a wide array of input, payroll, and report options. And of course, you can rely on us to provide prompt, accurate tax filing services. Plus, you also enjoy one-to-one customer service from an experienced professional who knows you and your business.

Input Options

We give you the freedom to choose the method of submitting payroll data that works best for you:

- Online
- E-mail
- Telephone
- Fax

Payroll Options

All the popular methods of distributing pay are available to you. Choose from:

- **Complete Pay**— On payday, we make a single debit from your account and handle everything from there, providing confidentiality, security, and freedom from bank reconciliation.
- **Direct Deposit**— This paperless method is convenient for you and your employees. Plus, it allows them to distribute money among an unlimited number of accounts.
- **Signed and Sealed**— Enjoy security, convenience and the freedom not to be present on payday.
- **Onsite Check and Voucher Printing**— You have more control and there's no delivery cost or hassle.
- **Manual Check Writer (gross to net or net to gross)**— Enables you to cut a check immediately if an employee needs to be paid early or if terminated employees need to be paid before they leave the building.

Tax Impounding

• **Tax Impounding Choices**— whether you like the flexibility of controlling the tax dollars until due date or the simplicity of a tax impound, MetroPayroll will customize a solution that meets your needs.

Tax Filing

Full Tax Filing—MetroPayroll guarantees the accuracy and timeliness of the filing and depositing of all federal, state and local taxes. Actual copies of all returns and forms are available online.

Reports

Over 800 reports are available, giving you the information you need to manage your business. Payroll reports can be created by any date range and grouped by employee, department, or even location.

MetroPayroll includes report-building features you wouldn't expect from payroll software; mail merge, export capabilities, and customized views.

More popular reports include:

- General Ledger (printed, export to .csv, interface with popular accounting package)
- Paid Time Off
- FICA Tip Credit
- Labor Distribution
- Worker's Compensation
- 401(k)
- Deduction Register
- Employee Profile
- Job Costing
- Time & Attendance



For more information: www.metropayroll.com
sales@metropayroll.com
 phone: 651.264.1933

