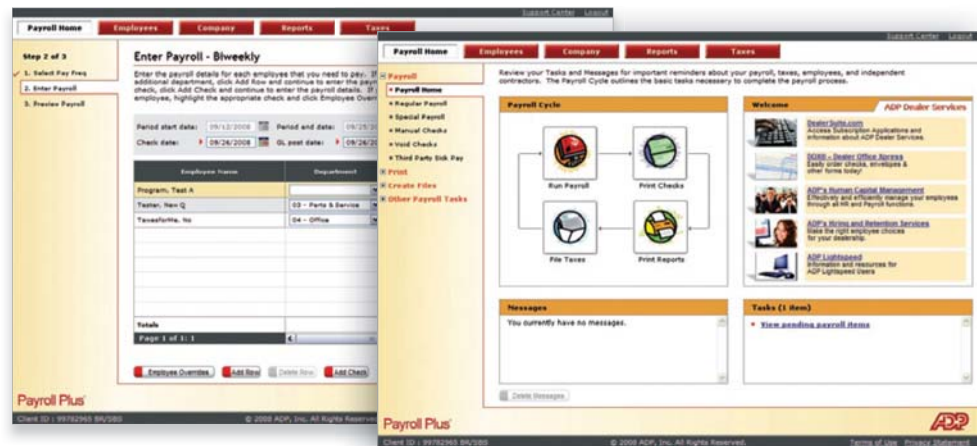


Not available in Canada.

More Services and Solutions

# Payroll Plus

Save Time and Money with ADP's Payroll Plus



All you need to run your payroll is access to the Internet, thanks to ADP's Payroll Plus. Hosted in ADP's secure environment, Payroll Plus helps your dealership save time and money with quick, simple access to your payroll application.

Better still, software releases and enhancements are maintained entirely by ADP, so all you need to remember are your User ID and password to run your payroll from anywhere at any time.

## Payroll Core Features

- Run payroll anytime, anywhere with secure online access
- Calculate gross-to-net in real-time
- Preview payroll results before processing to reduce errors
- Choose a combination of up to 50 different earning and deduction codes
- Setup and prioritize wage garnishment deductions
- Offer your employees checks, direct deposit, or a combination
- Use Paycheck Calculator to help ensure accurate calculations on handwritten checks
- Provide employees online access to their paycheck history
- Print checks locally to your existing laser printers
- Reduce miscalculations in employee net pay with ADP's managed tables for federal, state, and local taxes
- File and pay dealership taxes on time with ADP's Payroll Tax Services\*
- Get rapid resolution of tax agency inquiries
- Easily handle deducting and automated payment of your employees' court-mandated garnishments

\*ADP W2 processing mandatory with Payroll Tax Service

### Compliance Management

- Save time at year-end — W2s are printed and filed for you as a part of Payroll Tax Service\*
- Report new hires automatically to required state agencies
- Access online reference copies of tax forms and worksheets

### Reports

- Access and print reports online, or export to Microsoft® Excel for simple, quick analysis
- Verify accuracy by previewing payroll general ledger transactions before closing payroll
- Drill-down to reports

### The Payroll Plus Package Includes:

Payroll
1099 contractor
Third-party sick pay
Payroll history reporting
Workers compensation classification
Paid time off management and accrual
Employee access to their pay history
Departments and labor allocation
Multiple pay frequency
Wage garnishments
Tax table management
Full Level Tax Services
Electronic filings
Audit Services
Tax Deposit
W2 printing and filing*
Wage garnishment payments
General Ledger Download
Accounting Interface
QuickBooks
Microsoft® Excel
Additional Features
Export Reports to Microsoft® Excel
Live support
Direct Deposit
New Hire Reporting
ADP Paycard

\* ADP's Payroll Tax Service includes the added convenience of printing dealership W2s. Nominal service charge applies.

## Getting Started **Getting Started is Easy**

With just an Internet connection, Payroll Plus lets you run your payroll at any time, from anywhere. ADP has made getting started with Payroll Plus an easy process.

**Step 1 – Information Gathering** ADP assigns you an Installation Specialist, who guides you through the set-up process beginning with your Welcome Call. From there, your Installation Specialist works with you to gather the necessary background information, order your first set of checks, create your account and assist with the system set-up of your employees.

**Step 2 – Load Data** From the information you provide, ADP will guide you in loading your company, employee, and beginning balance data into Payroll Plus.

**Step 3 – Training** Take advantage of ADP's convenient, online Getting Started training guides to become familiar with Payroll Plus. Remote, instructor-led training sessions are available online. You can also practice using the online interactive demo at ADPPayrollPlus.com

**Step 4 – Go Live** You've completed the set-up, so now you're ready to process your first payroll with the full support of your ADP Installation Specialist, who is ready to answer any questions and ensure your experience is easy and successful.

With Payroll Plus up and running, we provide ongoing support with a dedicated team of Dealership Payroll Specialists, who are there to keep your Payroll Plus system running smoothly.

## FAQs **Frequently Asked Questions**

**How do I know my payroll data is safe?** Payroll Plus is hosted in ADP's SAS-70 certified secure environment. We manage our systems 24/7, and back them up in secondary, remote facilities to protect your data.

**How do I access my payroll system?** Payroll Plus was built from the ground up as an online payroll application, so all you need is a connection to the Internet.

**I need help with my taxes. Will I need a third party to help me?** No. Quarterly and annual tax forms are populated automatically with your dealership's tax values and are ready for your signatures. Federal and state tax forms are also available as PDF files to save and access locally.

ADP's Payroll Tax Service\* can help reduce the cost and risk of penalties for late or inaccurate tax filing and reporting. We file, pay, and report your taxes automatically, and in turn, handle year-end W2 processing and printing for you.

**How can I make sure my payroll and taxes are completed on time?** Payroll Plus will automatically send you system notifications to remind you of critical events like tax filing and payments. The system also displays messages and alerts based on your pay calendar. You can customize reminders for other required tasks, keeping you on time and on track.

**What if some employees use direct deposit, but I still need to print checks for others?** It's easy to print both checks and direct deposit vouchers, right from your existing laser printers.

**How can I order my checks?** Payroll Plus requires compatible checks that must be ordered from Dealer Office XPress® (DOX). Ordering your checks is quick and easy. A direct link to contact DOX is available in Payroll Plus, so ordering is as easy as gathering your account number and bank routing number or by calling 800.237.2372.

*Read more about DOX on the next page.*

\* ADP's Payroll Tax Service includes the added convenience of printing dealership W2s. Nominal service charge applies.

## Dealer Office Xpress® (DOX)

Your Source for Payroll Checks, Envelopes, Forms, Supplies and more!

Our Payroll Plus laser checks (available in blue, green or red) provide the following high-security features:

- Printed on 24# tamper-resistant Check-Protect™ paper
- Microprinting on front and back
- Artificial watermark on back of check for added security
- Heat-sensitive security logo on back
- Void Pantagraph
- Microprinting
- Warning Band
- Artificial Watermarks

All checks include your company imprint, bank information and your choice of one or two signature lines (with or without signature line titles), MICR encoding and consecutive Arabic numbering in black ink.

## Ordering Your Checks From DOX is Easy

Simply gather your account number and bank routing number and call us at 800.237.2372 or click the quick link from the payroll home page.



Powered By **ADP**

By combining our two companies, PFW and ADP can now offer the largest and most comprehensive selection of products and services to equipment dealers worldwide. These cost-effective, leading-edge solutions have been developed by ADP to help grow your dealership business. Backed by ADP, you can expect the same quality and reliability you have come to expect from PFW.

## Request More Information

If you would like more information, please visit [www.pfw.com](http://www.pfw.com) or contact our Sales Team at (519) 474-3300, Option 1, or email [sales@pfw.com](mailto:sales@pfw.com).

## DOX Offers More

Ask us about our proven dealership forms and supplies solutions by e-mailing [DOXInfo@adp.com](mailto:DOXInfo@adp.com).

\*This content provides practical information concerning the subject matter covered and is provided with the understanding that ADP is not rendering legal advice or other professional services. ADP does not provide legal advice as part of its offerings that include access to this informational material. While every effort is made to provide current information, the law changes regularly and laws governing your workplace may vary depending on the state or municipality. This material is made available for informational purposes only and is not a substitute for legal advice or your professional judgment. You should review applicable law in your jurisdiction and consult experienced counsel for legal advice when determining a course of action or when preparing a form, policy, handbook, agreement or other document for use in your business.