

Payroll Processing *Base Packages*

Here at ASAP, we consider ourselves an extension of your back-office team to tackle the tedious payroll tasks so you have more time to do what you love. Manage payroll your way with a package that best fits your needs:

WHITE GLOVE

Advanced payroll support & reporting, one monthly rate.

Flat-rate subscription includes essential services plus common payroll "extras," such as garnishments, custom GL reports, benefits tracking & reporting, and W2 processing.

MONTHLY COST

Based on annual average number of employees (EE) and payroll frequency: bi-weekly/semi-monthly (BW/SM), weekly, or monthly

# of EEs:	1-3	4-9	10-24	25-39	40-69
BW/SM	\$160	\$225	\$285	\$450	\$675
Weekly	\$225	\$300	\$390	\$575	\$915
Monthly	\$125	\$145	\$180	\$250	\$350

ESSENTIALS

Just the essentials: payroll entry, processing & reporting.

We handle the payroll essentials, as well as additional administrative tasks as requested. Additional services are charged on an as-needed basis.

PER PAYROLL COST

Based on payroll frequency: bi-weekly/semi-monthly (BW/SM), weekly, or monthly, plus number of employees (EE) paid each payroll

	Base Cost	# of Checks
BW/SM	\$55.00	+ \$4.00/EE
Weekly	\$35.00	+ \$3.50/EE
Monthly	\$80.00	+ \$4.50/EE

AUTO-PILOT

Everyone on salary? Simply set it & forget it.

We'll oversee your salaried employee processing, as well as take care of your payroll reporting & taxes. Additional services available upon request.

PER PAYROLL COST

Based on payroll frequency: bi-weekly/semi-monthly (BW/SM), weekly, or monthly, plus number of employees (EE) paid each payroll

	Base Cost	# of Checks
BW/SM	\$50.00	+ \$3.50/EE
Weekly	\$30.00	+ \$3.00/EE
Monthly	\$65.00	+ \$4.00/EE

ALL PAYROLL PACKAGES BASE COSTS INCLUDE

- Online HR Support Center Subscription
- 24/7 Web Payroll Access
- Paycheck Calculation, Processing & Direct Deposit
- Payroll Tax Management
- Electronic Payroll Reports & Tax Returns
- State New Hire Reporting
- Employee Online Access to Pay Stubs & W2s
- Collaboration With Your CPA

WHITE GLOVE EXTRAS

In addition to essential payroll services, the following administrative tasks are included with your monthly subscription. *Set-up costs may apply.*

- Annual W2 Processing
- PTO Vacation Accrual
- Retirement (401k/SIMPLE) Reporting
- Pre-process Payroll Approval Report
- Custom General Ledger (GL) Report
- Third-party Agency Checks
- Check Stuffing & Mailing
- Labor Law Poster E-Update Service

ANNUAL PAYROLL For S Corp Owner-Only Payroll

The frequency of S Corp payroll can be more flexible, especially when you're the owner and only employee. ASAP tackles the tedious payroll processing so your CPA can focus on tax strategy and leave compliance and filing to us.

\$50 / MONTH OR \$700 ANNUALLY

Process up to 5 payrolls per year

This means you can process a minimum of once a Quarter (recommended) and process that special year-end payroll to accommodate for any adjustments, maximums/limits, and taxable benefits to report. ASAP will calculate paychecks and process gross or net amounts and provide direct deposit for wages.

Includes annual State & Federal filing of your W2 Forms; mailing recipient copy and providing electronic copies via ASAP's ShareFile Client Portal.

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PAYROLL PROCESSING

PRE-PROCESS APPROVAL REPORT	\$7.50 / PAYROLL	
CHECK STUFFING & MAILING Includes mail service	\$5 / CHECK	
3RD PARTY AGENCY CHECKS Garnishment, 401(k), etc.; includes mail service	\$6 / CHECK / PAYROLL One-time setup: \$75 / order or agency	
PTO VACATION ACCRUAL	\$5.50 / PAYROLL One-time setup: \$125 / hour , 1-hour minimum	
RETIREMENT (401K/SIMPLE) REPORTING Per payroll reporting cost based on submission type	One-time setup: \$125 / hour , 1-hour minimum	
Tier 1: Electronic Submission	\$15 / PAYROLL	
Tier 2: Manual Submission	\$30 / PAYROLL	
Tier 3: Complex Submission	\$70 / PAYROLL	
Annual Census Report	\$100 FLAT FEE	
BENEFITS RECONCILIATION Health insurance invoice & deduction reconciliation (Requires ASAP access to provider billing documents)	\$75 / PROVIDER / PAYROLL	
CERTIFIED PAYROLL REPORTING	\$95 / PAYROLL / PROJECT Set-up: \$225 / project	
SPECIAL DELIVERY (FEDEX, USPS)	\$12.50 + SHIPPING & DELIVERY COST	
INDIVIDUAL CHECK PICK-UP Convenience charge for individual employee to pick up their check(s) from our offices. <i>Note: Whole payroll packet pick-up is included with base package</i>	\$11 / PAYROLL	
CUSTOM SUBMISSION (formerly non-electronic submission) Convenience charge for payroll hours submitted via paper, PDF, FAX, or phone call that require manual entry by ASAP	\$1.50 / EE / PAYROLL	

The above payroll services are billed per occurrence. **Items marked with a white hand icon are included with ASAP's White Glove Package at no extra charge.** One-time set-up costs may apply.

SPECIAL SERVICE REQUESTS

MANUAL PAYCHECK PROCESSING

\$45 / CHECK

Correction, missed payroll, termination

includes mailing if applicable

REPRINT PAYCHECK

\$3.50 / CHECK

Replace lost or damaged check

includes mailing if applicable

SUPPLEMENTAL / BONUS PAYROLL (OUT-OF-CYCLE)

Tier 1: Easy Bonus Payroll

Everyone gets a flat bonus

BASE COST

Tier 2: Bonus net-to-pay or gross-up

Calculate individual bonus deductions (SS/medicare)

\$20 / CHECK

UNEMPLOYMENT CLAIM ASSISTANCE

\$125 / CLAIM

Provide payroll unemployment insurance (UI) report for you to use to complete claim form

VERIFICATION OF EARNINGS

\$75 / INSTANCE

For garnishments, loans, mortgages, etc.

LIABILITY INSURANCE AUDIT

\$125

Relay key payroll data for you to complete audit

WORKERS' COMPENSATION (WC) AUDIT

\$125 / HOUR

Time varies based on provider requirements

WORKER'S COMPENSATION REPORTING

Tier 1: Pinnacol Monthly PYG Reporting

ASAP enters data into Pinnacol by month / by class code

\$26 / MONTH

Tier 2: ECOMP PYG Integration Reporting

ASAP enters payroll data directly into ECOMP

\$16 / PAYROLL

PAYROLL TAX PROCESSING

Payroll tax return and filing services are included with base package. The following additional tax processing items are billed as requested. **Items marked with a white hand icon are included in ASAP's White Glove package.**

ANNUAL W2 PROCESSING

\$60 BASE + \$7.50 / W2



Includes state & federal filing, and EE copies delivered via your preferred method & available via secure download

W2 Corrections

\$250 / CORRECTION

W2 Reprints

\$75 / PRINTED COPY

NOTE: Electronic copies are available 24/7 for free download & printing via the ShareFile Client Portal and HUB Employee Portal (if activated)

MULTI-STATE OR JURISDICTION/LOCALITY REPORTING

\$15 PER LOCALE

(Base cost includes one state)

Employers must have unemployment insurance & tax withholding accounts in each state where EEs primarily perform work

State Account Setup or Closure

\$175 / TAX AGENCY

QUARTERLY AMENDMENTS

\$275 / RETURN TYPE

ACA & 1095 REPORTING

\$250 BASE + \$6.50 / FORM

'ZERO' QUARTERLY TAX FILING

\$100 / QUARTER

Employers must still file tax returns for quarters when no payrolls are processed

PAYROLL REPORTS

In addition to standard payroll reports included with your base package, ASAP can run specific reports upon request. **Custom GL reporting is included with the White Glove package.** Access your payroll reports 24/7 via the ShareFile Client Portal.

CUSTOM GENERAL LEDGER (GL) REPORTING

Tier 1: Custom GL

\$7.50 / PAYROLL

One-time setup:

\$125 / hour, 1-hour minimum

Tier 2: GL Entry Into QB Online

\$26 / PAYROLL

Tier 3: EVOQ Import File For QB Desktop

\$26 / PAYROLL

One-time setup:

\$125 / hour, 1-hour minimum

ASAP generates file for you to import/enter directly into QB/payroll

ADVANCED CUSTOM REPORTS

\$25 / REPORT

Custom reports generated based on frequency as requested (e.g., per payroll, monthly, etc.); billed monthly.

One-time setup or modifications:

\$125 / hour, 1-hour minimum

Examples include, but not limited to:

- Custom GL (paper report)
- Special report programming & formatting
- Back-dated reports

STANDARD REPORTS INCLUDED WITH ALL PAYROLL PACKAGES

- Check Reconciliation
- Check Register
- Labor Distribution
- General Ledger
- Tax & Total Liabilities
- Active EEs Not Paid
- Changes: EE Status & Pay Rates

“OOPS” FEES

We all make mistakes. Often these can be avoided, but when they occur, it takes extra work and higher-level staff to complete and correct. The following fees apply when applicable.

URGENT / EXPEDITED SERVICE REQUEST

“Drop-everything” request, such as same-day out-of-cycle processing, corrected payroll, new hires, or late submissions.

Payroll with direct deposit must be received and approved by Noon (MT), 2 business days prior to check date, to ensure on-time processing.

\$75 PREMIUM + BASE FEES

Additional delivery/pickup fees may apply.

CLIENT CORRECTION

Client-induced error/s that result in modifications to the already processed payroll.

\$95 / INSTANCE + BASE FEES

BANK ACH RETURN

Direct deposit refused by bank (e.g., Incorrect bank account)

\$175 / INSTANCE

BANK ACH REVERSAL

Request of bank refund of payroll (e.g., Employee paid incorrectly)

\$175 / INSTANCE

BANK ACH REVERSAL

1st instance

5% OF FEE OR \$175
Whichever is greater

2nd instance

10% OF FEE OR \$350
Whichever is greater

SSN UPDATE (CURRENT YEAR)

Personally identifiable information (e.g. SSN, name & address) require extreme accuracy and changes require extra time to update with reporting agencies.

\$250 / CORRECTION / QTR

HR & COMPLIANCE TOOLS

ONLINE HR SUPPORT CENTER

HR tools at your fingertips: handbook generator, policy templates, job descriptions, tons of articles & more!

INCLUDED IN ALL PACKAGES

HR On-Demand (Add-On Service)

\$45 / MONTH

One-on-one guidance with certified HR professionals that can be activated on an as-needed basis

HUB EMPLOYEE PORTAL

Provides employees with 'self-service' online access to their pay stubs and W2 copies, as well as the ability to directly submit updates. An email address is needed to set up employee access.

INCLUDED IN ALL PACKAGES

HUB HR

\$3 PER EE / MONTH (\$50 MIN)

Paperless onboarding & workflows, PTO management

LABOR LAW POSTER & COMPLIANCE SERVICE

Employers are legally required to post and/or distribute labor law notices in the workplace

Initial Poster Cost

\$45

An all-in-one poster with mandated Federal and State labor laws

ADD-ON POSTER UPDATE SERVICES



E-Update

\$6 / MONTH

Receive email updates to print and attach yourself

Poster Replacement

\$9 / MONTH

Receive an updated poster whenever changes occur

E-POSTER SERVICE FOR REMOTE WORKERS

\$10+ / MONTH

Up to 5 remote employees +\$1 / month per additional employee

BACKGROUND SCREENING

COST VARIES

Self-service & billed directly

WORKFORCE MANAGEMENT

HUB TIME CLOCK

\$5 PER EE / MONTH

Simple web-based time clock with PTO management and paperless employee onboarding.

\$50 minimum

WORKFORCE HUB

\$7 PER EE / MONTH

Advanced timekeeping with PTO management and paperless employee onboarding.

\$50 minimum

QUICK LINKS & RESOURCES