

# Payroll & Benefits

Our Payroll Service provides you with a complete payroll processing solution, including complete quarterly and year-end reporting. With our service, you can relax and leave the payroll hassle to us.

## Payments Options / Payroll Management

- Single-Point-Of-Contact Support
- 24/7 Online input and access to reports
- Secure storage of payroll data
- Direct deposit of payroll or pay cards available
- Payroll register and management reports, year-end reports & W-2's

## Real Time Access

Real time payroll totals allow for instant adjustments, eliminating any "back and forth" process inherent in many payroll applications.

## Tax Management

- Deposit your federal withholdings, FICA, FUTA, state withholding, SUI, local, and disability taxes (where applicable)
- File your quarterly and annual federal, state, and unemployment returns

## HR Consulting

You now have access to an online HR support center for your employee relationship needs.

## Employee Self Service

- Username and password to a secure site for each employee
- View and print pay stubs and payroll history
- Each employee will stay in control of their own data
- Electronically submit and approve PTO requests
- Employer reduces time spent answering payroll questions and finding paperwork

## Pay Cards

Pay cards are great for employees who do not have traditional banking relationships. The pay-card service provides greater convenience, added security, and exceptional value to cardholders.

## Workers' Compensation

With our payroll service, you make payments based on an actual payroll. You don't have to worry about big upfront costs, painful year-end audits, or big finance charges. Our service eliminates the need for an initial outlay of cash and improves your cash flow, since your premium calculation is based on actual employee wages.

## Time and Attendance

Efficiently and effectively capture, manage, and process your employee's time and attendance information. Create schedules, track overtime, meals, breaks, and any other policies as they relate to time.

## Affordable Care Act (ACA)

For companies that employ 50 or more full-time equivalent employees. The Affordable Care Act is highly complex. Let Horizon work with you to ensure you are in compliance.

## Applicant Tracking

Allows you to push listings to various job boards, leverage employee referrals, customize application and interview questions, as well as filter and rank candidates.

## Open/Ongoing Enrollment

Automate the entire benefits enrollment process via the web. From annual open enrollments to life event changes, provide your employees with an easy-to-use solution, while at the same time capturing the data necessary to transmit to your carriers.

## For Additional Information:

(570) 326-3636

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