



PayCycle is Payroll Made Easy

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Company Information:

Company: PayCycle Inc.
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Website: www.paycycle.com
Hours & Time Zone: 6:30 am to 6:30pm PST
Established: 1999 **ProAdvisor Certification:** 4
How long have you been providing QuickBooks Integration services: 5

An Interview With

Joanne Reed,
PayCycle Inc.

"I did payroll just this morning; it took eight minutes. I thought about it then, how much faster could anything be? I am in control, it's professional, and I am able to export to QuickBooks."

- Marilyn Grabowski, Atlantic Infrared, New Jersey

Business Challenge:

Small business advisors using QuickBooks need state of the art payroll services to effectively provide client payroll. For years, the only option was to use old fashioned software solutions (requiring annual tax table and product updates), having to process employee payroll manually, or outsourcing to expensive payroll services. The above becomes very time consuming, expensive, and error prone. Worse, Advisors have been forced to manually update their QuickBooks files or integrate using difficult to set up systems, leading to data accuracy issues and payroll headaches.

PayCycle provides client payroll services for QuickBooks desktop, QBOE and QuickBooks for Mac users. These products integrate in one click, are easy to use and save Advisors serving small employers hours of tedious, manual work.

At a Glance:

Pay Day Activity – On payday, PayCycle sends an email reminder. This links small business customer to the payday screen which lists all employees and their available pay types. The small business customer only needs to enter the hours for hourly employees and any special pay, like Overtime, Sick or Vacation.

Tax Payments – The small business customer is informed of exactly how much they owe, and if they choose, lets them pay their federal taxes electronically right from their PayCycle account. PayCycle also provides electronic state tax filings, where available.

Tax Filings – Automatically fills out federal and most state tax forms and files them electronically, where available.

W-2's – At year-end PayCycle prepares W-2's for all employees. They can then be printed and filed electronically.

Reports - The small business customer can view details for individual employees, or for the whole company. They can choose any date range and drill down to see the numbers behind the numbers. Reports can be sent to Microsoft® Excel.

Accounting Integration – Seamlessly integrates with QuickBooks with just one click.

To Do List – PayCycle also prepares a customized list of all payroll tasks to help the small business customer stay organized.

Email Reminders – PayCycle sends email reminders for: paydays, tax payments, tax filings and to-do lists.

Finding a Solution:

PayCycle, Inc.'s ground-breaking, self-service approach is radically changing the payroll industry, allowing the business owner, or the QuickBooks ProAdvisor, to file payroll taxes accurately, without tedious, manual paperwork or expensive tax preparation services. **PayCycle** is leveraging online technology to put Advisors serving small employers in control of their client payroll, guiding them every step of the way. Advisors can now help employers pay employees, and manage federal and state taxes—for as little as \$14.99 per month. Even better the seamless integration with QBOE and QuickBooks for Mac makes their payroll fast and easy. The service available to Accounting Professionals is the Wholesale Program for Accounting Professionals and can be found at www.paycyclecpa.com.



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In the past QuickBooks Proadvisors serving employers had other third party payroll services available to them. Many of these services were provided through additional software programs and could be difficult to set up and use. These services typically did not have the features and functionality now available through the PayCycle service. Additionally, the extra charges for upgrading software, tax tables, and customer service, added up to solutions became to expensive and caused 'headaches' for the users.

PayCycle includes a rich feature set that instantly calculates paychecks and completes federal and state tax payments and filings (for all 50 states and D.C) all in one monthly fee. It also allows users to pay their sub-contractors and calculate employee and employer payroll taxes for out-of-state employees. PayCycle does not charge any extra fees: There are no set up or shut down charges, no extra customer service or upgrade fees, no direct deposit fees, and no tax table update charges; the service is 'all inclusive.'. ProAdvisors can feel comfortable doing their client payroll so they, and their clients, can spend their time running their businesses.

Add-On Specifics - Installation, Setup & Support:

Helping clients pay employees using **PayCycle** is easy to setup and easier to use. ProAdvisors can sign-up online and start paying employees of your clients on the same day! There is no software to install and step-by-step instructions and checklists available. Simply go to www.paycyclecpa.com and select "sign up". You will be taken through an interview and shown how to link to QBOE or QuickBooks. For QuickBooks for Mac, users can sign up directly from the QuickBooks product in the "Employee" tab. Just select "QuickBooks Payroll for Mac, powered by PayCycle" and the program will guide them through the rest.

If assistance is needed, there is a customer service team standing by to help. The company prides itself on offering outstanding customer service at no additional charge. Customers consistently give PayCycle payroll a 9 or higher score out of 10 in quarterly customer satisfaction studies. These ratings come from PayCycle, Inc.'s unique technological approach where customer service reps can "see" the same data the ProAdvisor is viewing. PayCycle's customer service team is also staffed with payroll experts, which only helps you look like even more of an expert to your clients. The combination of the right technology and the right staffing results in quick--often under 6 minutes--first-time issue resolution.

For new businesses, **PayCycle** provides employer registration and new hire forms. They also instruct users how to apply for their employer identification numbers and anything else that may be needed. When a client is switched from another payroll service, PayCycle provides step-by-step guidance for entering year-to-date payroll history, so PayCycle can accurately complete quarterly and year end tax filings without any 'surprises' at a later date. If the ProAdvisor does not want to enter their client's pay history directly into PayCycle, they can use their former payroll service to create forms to cover the time period where the prior service managed their payroll; or PayCycle will enter the history for you.* (*Note: This is the only thing that does have an extra fee associated since it is not typical of the service provided)

Results:

With **PayCycle's** customized '**To Do**' lists, ProAdvisors will be able to keep up to date with their payroll deadlines. When they log in to their account, they'll see a personalized 'To Do' list for each active client,. This will guide them step-by-step through every payroll task, including setup, paying employees and contractors,



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depositing taxes, and filing tax forms. Completed tasks are removed from the list so Advisors know exactly where they are in the process at all times.

When it is time to pay client employees, payroll taxes or file forms, **PayCycle** will send e-mail reminders to the ProAdvisor...there is no need to remember, or miss, crucial deadlines. Paying employees and contractors with PayCycle takes a few minutes and just a few clicks. Paychecks are calculated instantly, and the employer can review details on their screen and make any necessary edits before approving the checks. Direct deposit is free and included as part of the PayCycle Basic and Plus service. Paychecks can be printed on pre-printed check stock directly from an office print, or ProAdvisors can print professional paystubs on plain paper or to a .pdf file to accompany direct deposit or handwritten checks.

PayCycle allows users to export all payroll data to QuickBooks so there is no manual data entry.

Closing:

As a ProAdvisor, you want to use products that will save money and time for you and your clients, and it is important to look professional and provide professional and easy to use solutions. PayCycle is easy to use and allows you to run your business more efficiently, offering services to your client base that may have not been feasible in the past.

PayCycle offers accountants serving small businesses the easiest and lowest cost way to manage and control their payroll. The company's unique self-service Internet-based solution is extremely easy to use and you will never feel as though you are in this 'alone.' The ProAdvisor, or business owner is guided through the entire payroll process, from paychecks to W-2s, including email reminders and To Do lists. The one click integration with QuickBooks saves hours of data input. Users will always feel supported using **PayCycle**, even while using their unique technology that enables a "do-it-with-you" (DIWY) approach.

PayCycle is committed to having the Most Satisfied Customers and is a proud finalist for the 2005 "Stevie" award for "Best Customer Service Organization.

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