



Managed Payroll Scope

isolved responsibility:

- Process regular weekly, bi-weekly, semi-monthly, or monthly payroll
- Process off-cycle payroll runs and special checks as needed (\$250 per off-cycle process fee)
- Process final pay for terminating employees in compliance with state law
- Lock and commit timecards for isolved time users, review and communicate alerts
- Import time records from 3rd party systems, review and communicate import errors
- Coordinate required pre-note process for direct deposit authorizations
- Import and update employee deductions and earnings as directed by the client
- Assist with the 'pending employee' and 'off-boarding' dashboards
- Update employee deductions and earnings
- Set up garnishments for payroll, respond to state issued notices, prepare initial non-exempt earning and terminations notices
- Annual preview of W-2 reports before distribution
- Advise on how to complete year end isolved questionnaire and coordinate adjustments in preparation for tax year end
- Provide basic management reports from payroll as needed
- Provide guidance on appropriate tax treatment of incentive payments and fringe benefits
- Identify and recommend payroll process improvements

Client responsibility:

- Complete HR onboarding of staff, including form I-9, in advance of communicating new hires to isolved for payroll
- Communicate all employment, demographic and payroll changes by the payroll deadlines provided by isolved
- Review and approve timecards including correcting missed punches in advance of payroll deadlines
- Provide ultimate decision on various compliance and taxation recommendations (overtime implications, bonus taxation, etc.)
- Utilize isolved provided import templates for information upload
- Review payroll preview in advance of isolved submission
- Answer employee questions about paychecks