

# sage Payroll Full Service

## *Your hands are full.*

Put payroll in ours.



Sage Payroll Full Service empowers companies to help stay compliant, eliminate penalties, and avoid fraud related to payroll. Ideal for small to medium companies, the comprehensive payroll management service assists you in taking care of tax filing, human resource data management, time and attendance, workers' compensation, and other employee management services and solutions in addition to payroll—so you can focus on growing and managing your business.

We'll pair you with a dedicated professional<sup>1</sup> who assists you in filing and remitting your payroll taxes on your behalf in order to reduce the risk of fines and penalties. And a six-month money-back guarantee<sup>2</sup> ensures you're satisfied with your choice of payroll service.

Boasting one of the highest net promoter scores,<sup>3</sup> Sage Payroll Services takes an unparalleled personal approach to payroll service. For more than 20 years, we've helped small and medium businesses succeed, and thanks to our dedicated service team members, we know you'll feel confident you're in good hands.

## How you'll benefit

### **Access payroll from anywhere**

Our web-based platform lets you log on with ease from your PC or mobile device anywhere you have Internet access.

### **Minimize your risks**

Stay compliant with government regulations by letting the experts<sup>1</sup> file your taxes on your behalf. If you incur a penalty or fine due to our error, we'll take responsibility for paying it.<sup>4</sup>

### **Enjoy more flexibility**

You can pay your employees through direct deposit, paper checks, or pay cards—it's your choice.

### **Receive exceptional service**

We'll pair you with a dedicated certified payroll professional<sup>1</sup> who has, on average, more than ten years' experience. You'll also get access to unlimited customer service. No wonder our net promoter score is one of the highest.<sup>3</sup>

### **Cure buyers' remorse**

Our six-month money-back guarantee<sup>2</sup> allows you to make sure you absolutely love Sage Payroll Full Service.

### **Take back your time**

With payroll paperwork done, you'll free up HR or payroll staff to focus on the human aspects of your business.

## Available features

### **Departmental allocations**

Easily track hours and pay against multiple businesses or projects.

### **Voluntary deduction calculations**

Manage benefit plans and flexible spending accounts and administer retirement plans, including integrated 401(k) and simple IRAs.

### **Vacation and sick time tracking**

Keep accurate records of paid time off without the manual hassle.

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## **Federal, state, and local tax filing**

We remit, file, and pay your payroll taxes on your behalf, reducing possible miscalculations, fines, and penalties.

## **Instant online payroll management reports**

You can easily view or print payroll reports online.

## **Multiple ways to pay employees**

Pay employees the way you want to—with direct deposit, pay cards, or paper checks. It's your choice.

## **Access from any browser or mobile device**

Access your payroll 24 hours a day. Just log on from any PC, tablet, or mobile device with a web browser. There's nothing to load or install.

## **Seamless transition**

We'll set up your entire payroll process for you, learn about your company's payroll needs, and be on call to answer any questions. In many cases, the transition to Sage Payroll Full Service takes less than two weeks.

## **Access to support**

In addition to your dedicated relationship manager, you'll receive access to customer support through phone, email, and online chat.

## **Satisfaction guaranteed**

If you're not completely satisfied with Sage Payroll Full Service, you can receive your money back within the first six months of payroll processing, simply by contacting customer service.<sup>2</sup>

## **Dedicated certified payroll expert**

Your dedicated expert<sup>1</sup> will put in time cards, run payroll, and help you ensure everyone gets paid. Our staff is based in the United States and has an average of more than ten years' experience in payroll, accounting, benefits, human resources, and tax reporting.

## **Employee self-service**

Employees can access their paystubs and W-2s, update their information, or enroll in benefits on their own, saving your HR or payroll staff time and freeing them from distractions.

## **Time-clock interface**

A built-in interface accommodates the time-clock software, Sage Time. (You can purchase the software itself at an additional cost.)

## Technology and deployment

### **Technology**

Sage Payroll Full Service uses .NET/SQL technology: an extensible, scalable, and maintainable architecture that easily integrates with other business platforms.

### **Deployment**

Our SaaS delivery model allows you to outsource your server technology and reduce your in-house hardware, network infrastructure, security, backup, and disaster recovery expenses.

### **Environment**

Sage Payroll Full Service is certified by the American Institute of Certified Public Accountants' (AICPA) Statement on Standards for Attestation Engagements (SSAE), No. 16. SSAE 16 defines the professional standards used by a service auditor to assess the effectiveness of a service organization's internal controls and its consistent operation over a period of time. SSAE 16 is the new standard that supersedes the previous SAS 70 standard.

**To learn more about Sage Payroll Full Service and sign up, call 866-302-5097 or visit:**  
[SagePayrollFullService.com](http://SagePayrollFullService.com)

<sup>1</sup> Sage does not render legal, tax, accounting, or investment advice in providing its services. Customer should seek such advice from an appropriate legal, tax, accounting, or finance professional.

<sup>2</sup> The money-back guarantee is only available within the first six months of payroll processing with Sage Payroll Services through contacting our customer service department at 1-877-784-9706. The refund is only available on payroll processing fees, excluding courier, UPS fees, NSF charges, stop payment charges, and W-2 fees.

<sup>3</sup> As of Q3 2014, Sage Payroll Services had a net promoter score of 72.

<sup>4</sup> The error-free tax filing service guarantee includes payment of any fine or penalty directly resulting from any error by Sage.