



Payroll Management

Paperless Pay & Reporting Solutions

There are many reasons today for employers to utilize paperless solutions to help better manage payroll. From delivery challenges, like inclement weather, to reducing printing costs and security risks, employers should consider the following:

Employee Pay Options- Direct Deposit & Pay Card Programs

Direct deposit is a common practice allowing employees to elect funds to be automatically deposited in their bank account. Varying by state, payroll distribution laws may allow an employer to mandate this method or may require a paper option. **Bank of America's Money Network Distribution Service** accomplishes both by offering the Money Network Card and Money Network Checks. With this service, employees can use their pay card or write their own paychecks to access funds in their account.

Employee View Options- Employee Self Service (ESS)

ESS not only gives employees online access to view payroll information (earnings, taxes, history, etc.), but also their tax forms (Form W-2 or Form 1099). Employees can access forms quickly and reprint as often as they want, reducing employer requests.

Employer View Options- SecureView

Once employees are paid and have online data access, the last step is employer access. Payentry's **SecureView is a secure document delivery solution** that allows access to payroll reports, quarterly and year-end tax filing reports, and more, directly in the payroll system.