

## Payroll Services

Most business understand in today's highly regulated world of employment, payroll and benefits, administration has evolved into a complex process with time-consuming paperwork and regulations. Our solutions help companies of all sizes adapt to these challenging demands by effectively managing a variety of complicated processes through multidiscipline Integrated Service Groups.

We have created a unique Solution,  
we bring value to payroll, not process it

Our Payroll service provides functions from basic calculation of employee/employer payroll to IRS representation. Integrated Payroll is the corner stone of our Employment Solutions Program. All employee support functions focus on payroll. New employees trigger Health Benefits, Workers Compensation and Human Resource support. Exiting employees require Cobra, Pension and HIPPA Administration. All these services are available from a single resource – The Integrated Difference.



### Service Benefits – the Integrated Difference

- Reduced costs by transferring administrative responsibilities
- Integrated with Health Insurance and Workers Compensation
- Cost savings with Improved Administration and support
- New employee enrollment administration services
- Updates in federal and state payroll legislation
- Workers Compensation Payroll Audit
- Government Compliance Support

### Flexibility

At Integrated Business Services (IBS), employers have access to a greater number of services. This has become increasingly important, as the administration of other functions (e.g., workers compensation, health insurance, cafeteria programs and retirement plans) have become part of the payroll process.

We provide creative ideas and focus on eliminating (transferring) the management of these support functions to experts. Allowing companies to focus employee resources on sales and customer support functions versus non revenue generating activities.

## Administration Services

Our payroll services are easy to use, simplifying administration of payroll preparation, and allowing easy access to compliance information, forms, customer support, payroll tips and critical notifications.

Features	Premier	Integrated
Guaranteed federal, state, and local tax calculations	✓	✓
Deduction Administration, 401K, Insurance...	✓	✓
Vacation and sick day tracking	✓	✓
Print paychecks and paystubs from website	✓	✓
Online payroll and tax liability reports	✓	✓
Export to Microsoft® Excel	✓	✓
Integrates with QuickBooks®, and Quicken®	✓	✓
<b>Electronic Services</b>		
Federal and State quarterly and annual filing	✓	✓
Automatically completed 940's and 941's	✓	✓
Direct deposit (optional)	✓	✓
W-2's, including electronic filing with SSA	✓	✓
Filing of 940's and 941's	✓	✓
State and federal tax payments (optional)	✓	✓
<b>Administration Support Services</b>		
State new hire and employer registration forms	✓	✓
Cobra and HIPPA Compliance and Administration		✓
Workers Compensation Audit and Filing		✓
Health Benefit Enrollment and Plan Education		✓
Federal W-4, I-9, and employer registration forms		✓
Section 125 Administration (premium only plan)		✓
Online Company New Registration		✓
Quarterly Rate and Compliance Analysis		✓
Human Resource Employment Support		✓
Year End Onsite Review and Analysis		✓

## Payroll and Worker Compensation

IBS offers a workers compensation "Pay per Payroll" plan, allowing you to avoid the large, up-front deposits and year-end surprises often associated with workers' compensation insurance. This plan provides convenient, budgeted payments that smooth out your cash flow. Combined with our Payroll Services, salary information is available to determine actual workers' compensation costs. This integrated approach provides an actual picture of workers' compensation insurance premiums throughout the policy rather than waiting for the annual audit adjustment.

## The Integrated Advantage

IBS provides an array of Integrated Advisory Service geared toward Simplifying being an Employer. Each service can be used independent or as a Customized Solution.

Our Employee Services/Life Planning program, includes quarterly onsite luncheons designed to update employees on company benefit plan, health education, tax planning and retirement planning.

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