

PAYROLL
TAX FILING &
HR SERVICES

**GO AHEAD. YOU'RE ONE STEP
CLOSER TO SIMPLE.**

paragon

ParagonPayroll.com

PAYROLL PROCESSING

Paragon will enable you to pay your employees accurately, on time, every time. Each pay period you can report your payroll information via your preferred method - PC or smart device, email, telephone or fax. Your payroll checks and customized reports arrive by your chosen delivery method. It's simple!

- **Pay Stubs or Direct Deposit Vouchers or Paperless Options**
- **Standard and Custom Payroll Reports**
- **Job Costing, Labor Distribution, and Certified Payroll Reports**
- **Payroll Worksheets**
- **Detailed Invoice**
- **New Hire Reporting**

TAX FILING ADMINISTRATION

Paragon calculates and withhold all federal, state and local payroll taxes. We assume responsibility for the accuracy and timelines of your payroll tax deposits and returns.

- **Deposits: Each According to Required Deposit Schedule**
- **Quarterly and Annual Filings**
- **Assistance with all Tax Agency Correspondence and Documentation**
- **Providing Client/CPA Quarterly and Annual Filing Information**
- **Year End Service - Including W-2 Production**

EMPLOYEE PAY OPTIONS

Paragon offers multiple options for paying your employees, providing convenience and cost savings. Reduce stop payments, reissued checks, and non-productive calls into your HR department by utilizing any combination of the following options:

- **Direct Deposit**
- **Paycard | Visa Debit Card**
- **Traditional Paper Checks Signed and Stuffed or Signature-Ready**
- **Employee Self Service**
- **Print Your Payroll Checks On-Site**

ONLINE HR/PAYROLL

Our user-friendly payroll and HR software enables you to run your payroll and manage your human resource information. Paragon uses a single database for convenient and accurate reporting. Best of all, we'll train you to maximize the system to your specific needs. Some of the software capabilities include:

- **Update Personal Employee Information**
- **Track Employee Certifications, Education, Skills, Workplace Incidents and Performance Issues**
- **Record Complete Pay History, Never Purged**
- **Medical and 401k Deductions and Plan Details**
- **Every Change Audited by User and Time Stamp**
- **Complete Customization of Access and Security Level**
- **Unlimited Rates, Departments, Codes, and Deductions**
- **Ad Hoc and Menu-Driven Report Writing**

EMPLOYEE SELF SERVICE

Go Green. Go Paperless. Add convenience and efficiency and reduce time-consuming employee inquiries with Paragon Self Service's unique advantages:

- **Simplified Password Management**
- **24/7 Access to Historical Check Stubs, PTO Balances, Direct Deposit Information and W-2s**
- **Employees Can Print, Save or Send High-Resolution Image Documents**

HR SUPPORT CENTER

Available 24 hours a day, 7 days a week, you can access Paragon's secure online Human Resource Support Center for all of your HR needs. The HR support website includes HR tools and information, and the option to access our nationwide network of HR consultants and specialists. HR Support Center will help administer everyday matters, reduce labor costs and add value to your company. Some of the Services include:

- **Federal and State Specific Information**
- **Legal and Regulatory Information**
- **Helpful Tips**
- **Employee Handbook and Procedure Manual Customization**
- **Job Descriptions**
- **Employment Applications**
- **Hiring Guidelines**
- **HR Forms**
- **Monthly Newsletters, Weekly Updates, and Much More**

TIMEKEEPING SOLUTIONS

Some companies just need a simple timekeeping system, others need robust functionality. Paragon provides a wide array of options and will help you deploy the right system for your business.

- **Web-Based Time Clock and Smart Device Options (iOS, Android, and Browser-Based Apps) Magnetic Stripe, Proximity, Biometric, and Code-Based Clocks**
- **Real-Time Access to Your Data**
- **Scheduling, Job Costing, PTO Management**
- **Contact Us for a more Extensive List of Functionality**

ADDITIONAL FUNCTIONALITY

Paragon is a specialized provider - our team of experts strives to customize the system for the needs of each client. Some of the commonly requested functionality we provide is:

- **Job Costing, Labor Distribution**
- **Certified Payroll, Prevailing Wage**
- **Formatted General Ledger Report or Export file**
- **3rd Party Payments**
- **CPA and Broker Services**
- **External System Integration**

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