

Complete Payroll Processing



ASAP offers multiple payroll submission methods with quick turnaround. We are here to make things convenient for YOU!

ASAP can service and manage

- Tax Filing – all Quarterly and Annual Returns – Guaranteed!
- 2% Shareholder insurance and other owner tax requirements
- Restaurant tip credit reporting and minimum wage verification
- Vacation/Sick leave accruals
- 401K, S125 Cafeteria Plan, Benefits Plan tracking and reporting
- Garnishment/Child Support calculations and payments
- Employee direct deposits
- New Hire Reporting – legally required
- Time and Labor Tracking, Leave Requests, and more
- Employee Self Serve; secure online employee retrieval of pay stubs and W2s

Tax Filing – ASAP calculates, deposits, files, and reconciles all your payroll taxes. We will handle all paperwork from taxing agencies and explain this paperwork to you, so that you are aware of all employer related issues as they change. Our tax services are guaranteed, if an error was made during our watch we will pay any resulting penalties.

On-line Access – Take advantage of online access at no extra cost, includes: 24/7 Access to all your payroll reports, employee information, and optional payroll input. View or change employee information at any time, retrieve reports for viewing or printing.

HR Help – With subscription to ASAP's eHR - Online HR Support Center, you can obtain access to employees handbooks and forms that are both downloadable and customizable, stay up to date on HR Law and Regulations, and other HR "best practices".

Time & Labor Solutions – ASAP offers a variety of time keeping tools that can help businesses save time and money, reduces the hassle of collecting time cards, adding hours, calculating payroll and costly errors and fraud.

Superior Reports

- General ledger reports exportable for quick entry into your accounting software
- Labor Analysis, Job Costing, Time-Off, Worker's Comp
- Custom report creation to pull data in unique formats special to your business
- Exportable formats in PDF, text, CSV and Excel

Professional

Accurate

Efficient

Quick Turnaround

No Contracts

Employer Solutions

Background Checks
Flex Plan Administration
Time & Labor Solutions
Over 60+ Custom Reports
New Hire Reporting
Employee Self Serve
QuickBooks Remote

Making Business As Simple As Possible

www.businessASAP.com

Celebrating 20 years!