

Payroll processing is just the beginning.

PRODUCTS AND SERVICES



CUSTOM PAYROLL SERVICES™

Founded in 1995, Custom Payroll Services has grown to be one of the most successful independent payroll providers in the Mid-Atlantic region. The reason is clear. We provide the highest level of customer service, supported by the very best in today's technology. Our 98% customer retention rate speaks to the commitment we give to each and every relationship.

If you're disappointed with your current payroll solution, allow us to show you how our products and services can positively impact your bottom line.

www.CustomPayrollServices.com 410.229.0000/800.472.9758 T



It's accurate and pretty simple to use. We've had Time Systems about a year and I wish we had switched years ago. We had another time clock before; it wasn't attached to the Internet. It had problems with accuracy because of that. I had a lot of problems with the software. CPS Time Systems is pretty simple. I have not had any problems and my employees haven't had any problems either. ”

**Humane Society
of Baltimore County**

Mary Catherine Day
Bookkeeper

Payroll Processing

Custom Payroll Services offers both a web-based solution and a desktop application installed at your location. Both solutions utilize a central database so that multiple users can interact with all aspects of your payroll simultaneously. Payrolls are processed at our office upon your request. Checks, direct deposit vouchers, and reports will be delivered the next day. Unless you request otherwise, your checks will be signed, stuffed, sealed, and sorted in alphabetical order within departments.

Desktop Software

Custom Payroll Services will install our software on your workstation so that you can experience the highest standards of power, convenience and control over your data. The software is scalable to any size company giving users the ultimate in customization, speed, and power to meet and exceed all payroll and HR needs.

Web-Based Software

The web-based software, PayEntry, requires no installation, and can be accessed via most common web browsers including Internet Explorer and Firefox. PayEntry is accessible via a link on Custom Payroll Services website, and multiple usernames and passwords can be setup with differing levels of permissions.

Outstanding Features

Both the web-based and PC versions of our software employ an intuitive interface that provides the comfort of drop-down menus to guide you through once complicated processes such as third party sick, adding new employees, creating a 401k employer match or a manual check. The availability to apply scripts makes it easy to create custom earnings and deduction calculations. The multitude of employee screens can be navigated effectively by utilizing a virtually unlimited variety of sorts and filters. This allows users to efficiently access all payroll data.

Unparalleled capabilities include:

- Single database for all payroll data for life of service
- Links for each individual check provide details and can be reprinted as a report
- Fiscal year reporting
- Network installation provides a multi-user payroll system
- Access is controlled by user-defined passwords using filters which can restrict access based on any field in the database
- User rights are assigned at the module and screen levels, allowing full, read-only, or no access to each module and/or screen
- User friendly report writer uses plain English to guide you in creating custom reports from employee demographics to individual or YTD payroll history

This flexible payroll system provides the latitude to:

- Enter your payroll quickly using Pay Grids
- Key in one paycheck at a time using the Pay Detail screen
- Check your payroll file by running a Preprocess Register in most any order
- Unlimited Direct deposits
- New Hire Reporting
- Calculate manual checks and 'what if' scenarios right on the screen
- Create unlimited template checks preformatted to meet global or individual check requirements
- Unlimited earnings and deductions
- Unlimited paychecks per employee
- Integrate payroll and human resources screens
- Import from virtually any time and attendance or back office system
- Export files to Excel, Adobe Acrobat and other applications
- Email created reports directly to anyone
- Develop custom time off accrual rules to apply virtually any corporate policy

401k, Roth, SIRA and Cafeteria Plans

The specifics of your plan are set up within the system, assuring that employee deferrals and employer matches calculate correctly every payroll. The ability to apply Visual Basic scripting gives Custom Payroll Services the ability to implement any corporate policy. Multiple reports are available to report activity to your administrator weekly or in any other interval. Your reports can be written to print and to transmit/upload to your administrator's website. For real convenience, we can create and send your file to your administrator for you with every payroll.

Annual Payroll CD

In February of each year, a CD is shipped to you with your payroll. It includes all payroll reports for each payroll processed during the prior year, all quarter end payroll tax reports, W-2s, and 1099s. This CD is secure; a password is provided separately and must be used to access the reports.

Annual Christmas Club

This is a voluntary company / employee benefit that runs from December through September. Contributions and interest are paid out electronically to employers early in October.

Archiving

All of Custom Payroll Services' payroll products use a singular database for all payroll information. Therefore payroll history is available to you from your first payroll processed with us. Reports can be run across one, many, or all payrolls and information available in the program encompasses your entire payroll history.

Background Checks

Available to all clients from our website, our partner provides a variety of reports that are readily available so that you can make quick informed decisions. It is competitively priced and can save a great deal of money and problems in the future.

Bank Reconciliations

We provide you with bank checks written on a Custom Payroll bank account. We perform the reconciliations and report quarterly any out-standing checks. Then you can tell us how to manage old checks.

Benefit Enrollment/Reporting Management

Through our partner we can provide you with improved reporting on your group plans.

Certified Payrolls

We provide this functionality for any client requiring such service by a customer or governing agency.

Checks

A check is created for each employee paid. Our payroll checks and direct deposit vouchers are mini employee accounting statements run on pressure sealed check stock for increased security. The information presented includes:

- Current and year to date earnings, deductions, and taxes
- Time off benefits available, used, and accrued year to date
- Direct deposit banking information (last four digits only) and amount deposited

An employee can receive multiple checks on one date based on specific needs. Employees with 100% direct deposit still receive a check-style report called a voucher. Employers who provide us with a signature(s) receive checks that are pre-signed, sealed, and ready for distribution. If you have a company logo or other graphic, it can be added to the check; holiday memos (or other text) can be printed directly on the check stubs. If you wish to use one of our bank accounts for processing, the checks are called Trust Checks. Trust clients have all of their checks issued from CPS's accounts.

Conversion to Custom Payroll Services

From the beginning of your relationship with CPS, we work conscientiously to understand your company's needs. Our Conversion Manager and staff will meet with you to review your payroll records, evaluate your needs, organize, and complete the entire conversion for you. CPS will reconcile all year to date data to the penny at the time of the conversion, so your employees get only one W-2 for the year and your year-end reconciliation is balanced. Our goal is to make your transition error-free and transparent to your employees with no disruption to established direct deposits. In many cases, we can do electronic conversions of some or all of your data.

Corporate Tax Credits

Through our partner we can provide you with various tax credits that are available through federal and state agencies.

Dedicated Payroll Specialists

Our payroll specialists collectively have more than 30 years of payroll experience. Your contact will be available to you every work day to research and respond to your questions. Accounting, Technical, Tax, and Conversion specialist are also available to assist in payroll related concerns in those specific areas.

Unlimited Deductions

Deduction codes are user specific. Each code describes a specific transaction so that an audit trail is available that makes historical analysis and comparisons easier. Group benefits like medical and dental can have multiple codes based on the level of coverage. Each of these codes has the dollar amount of the deduction hard coded into the company setup. That way the pricing is consistent and automatically applied throughout each payroll. For specialized reporting or calculations, deductions can be put into code groups so they can be referenced in reports and in the application as a singular item.

Direct Deposits

You can set up unlimited direct deposits for your employees.

Document Management

You can add many important employee documents to the database so that they are accessible through the payroll software. Such documents can include: employee application, I-9, W-4, current driver's license, and a current enrollment form.

Unlimited Earnings

Each earning code is used to designate a specific compensation to provide maximum ability to compare costs over different time periods. Similar to the deduction codes, earning codes can be grouped together in code groups and reported upon as a single item. There are numerous ways to assign rates to specific earning codes including the ability to script a rate using other payroll data.

Employee Self Service

ESS is available in PayEntry (over the Internet) to all registered employees; each employee can view and edit demographic screens and print current and prior direct deposit vouchers. This frees up the payroll manager from repetitive tasks and saves time.

Flexible Spending Accounts

Through our partner, you can set up FSA for your employees through the payroll; employees can then access their accounts over the Internet.

Full Tax Service

The CPS system can track an unlimited number of tax codes for federal, state and local jurisdictions. Tax rates have effective date fields, so changes in rates and deposit frequencies can be added in advance of the actual change. The tax setup at the employee level is customizable to match each employee's tax situation. For clients requesting full tax service, CPS will pull the tax funds two nights before check date. At the end of each calendar quarter, all required forms and reports are prepared and filed with the jurisdictions and every client receives a duplicate copy for their files. Clients can choose to file the required forms that are provided by us for that purpose. CPS has been calculating, collecting and paying taxes for clients in more than 40 states and many local jurisdictions for more than thirteen years. We are justifiably proud of our fine record.

Garnishment Services

You can send us the hard copy of your employee notices and your payroll specialist will analyze the notice and set it up on the employee and on the company. The amount deducted is calculated and withheld during payroll processing, which creates a check either delivered to you with your payroll or mailed directly to the agency.

General Ledger Import

We can write your journal entry using your general ledger account setup and it will create every payroll. We can assist you in importing this directly into your general ledger, particularly into QuickBooks, but we can work with other packages as well.

Going Green

You can go completely paperless with CPS! Using PayEntry and direct deposit users can view reports electronically, and payroll reports will be emailed directly from CPS so deliveries will cease entirely. You will save thousands of sheets of paper in a couple of years. Using our installed software, you can still select to have all of your reports emailed to you with each payroll; saving the paper required to print those reports every time and the cost of the added shipping weight.

Group Term Life Insurance

You can setup your group term life insurance policy on each employee. Our system uses up-to-date tables to calculate the taxable portion of group-term-life insurance and it is computed on a per payroll basis. There's no need to calculate this manually at the end of the year and have to deal with taxing issues on terminated employees.

Basic Human Resource Management

More than 20 fields in CPS's software store human resource information that help you manage your employees. All of the fields are available in multiple reports. Millennium was designed to seamlessly marry payroll with human resources. Because you work with only one database, there is no duplicate keying or concerns about interfaces between two separate systems. With one piece of software we provide you with the full set of human resource tools and reports to manage your employees including

- EEO class
- Education
- Skills
- Accreditation
- Events
- Position
- Job requirements
- Supervisor Name
- Emergency contacts
- Birthday list by month
- Anniversary list by month
- Review tracking
- Employee status
- Pay grades
- Employee types
- Ethnicity
- Date of birth / Age
- Date of hire
- Years with company
- Dependant tracking
- W-4 / I-9 verification
- Citizenship and VISA
- Union information
- Termination reasons

In addition to our payroll library, our report writer can access the human resource fields, so you can easily create your own reports.

Advanced Human Resource Management

Through two of our partners, we offer high level HR support including open enrollment over the Internet and many other features.

Internet Payroll

PayEntry is our payroll software available securely on the Internet using HTTPS. This version of our software provides you with reports and processing 24/7. You can have multiple users, each with his unique username, password, and permissions. Your outside CPA can be given a login to reprint the reports he needs including your journal entries. You can interface with our automated time and attendance system, reprint historical payroll check information and print multiple reports whenever you wish. You can key in your payroll, run a preprocess register, make corrections, then sync with us to process. Your employees can access their information through employee self service. This is easy payroll anytime anywhere.

Job Costing

For construction or other applications where tracking payroll costs to specific projects or contracts is important, job costing will help you to control costs and compare actual costs to your budget. Reports are available to show total costs of labor for individual jobs over a single payroll or an entire range.

Labor Distribution

Payroll costs can be allocated across any segment of the company. The distribution includes all employer costs associated with the paycheck. This helps you to control costs and to maintain accurate comparisons to your budget. The labor distribution report can be run in multiple formats; it can drill down through (up to) five levels of organization. The journal entry report that is created for you with each payroll depends on this labor distribution data.

Library of Standard Reports

More than 100 reports on a wide variety of subjects are available through the payroll software. These are standard reports provided that can be created and printed in a variety of formats, sorts, etc. Many of them can be viewed in Excel, Adobe Acrobat and other applications. Just about any report can be created and emailed. Reports can be run covering any period of time, even crossing over calendar years. Fiscal reporting is equally as easy. We have reports on voluntary benefit deductions that are organized to simplify analysis of monthly billing. We also have a census report to aid you in retirement and benefit administration. Although we have standard reports for most any need, if a specific report is requested and the information is not provided elsewhere, custom reports are available and can cover any information contained in the payroll database.

Manual Checks

Between scheduled paycheck dates, ad hoc checks can be created on the client's site. The check calculator will guide you through the process of creating a unique one-time manual paycheck. The check entry is saved in a separate batch and transmitted to CPS with the next payroll, eliminating the need for you to re-enter it later. Using a laser printer you can print the paycheck on blank check stock which has already been encoded with the bank's micr line. These manual checks can be created using any bank account.

New Hire Reporting

Federal law mandates the reporting of all new employees. We take the burden off of you by managing the reporting for you. Duplicate reports are provided to you and an original is submitted to the applicable jurisdiction for every new hire on each payroll.

Payroll Journal Entry

During conversion we will setup the general ledger using your account numbers and policies. Then we run an automated report with every payroll that can be imported into your general ledger.

Positive Pay Bank File

With each payroll processing a file is created detailing every live check that is included in the payroll. That file is then transmitted to the bank daily so that only those checks on the file are accepted as legal tender. Any check presented that is not on the file would be considered fraudulent. We handle this service for our trust clients, and for non-trust clients we can create and submit the file to the bank or you can handle it.

Preprocess Register and Batch Total Reports

A complete payroll register is available before you send us your payroll file. Checking the data on this report, including totals, is a strong control that will increase accuracy. It can be viewed on the screen or printed using a variety of sorts and filters covering the entire payroll or a specific batch within the payroll. These reports contain the exact figures that will be on the payroll once the data has been processed.

Print Back

Instead of Custom Payroll printing your checks; once processed you can sync your database and print your checks at your site whenever it is convenient. Married to delivering payroll reports via email, this service can save delivery costs with every payroll.

Report Writer

You can create hundreds of unique reports just for you and your staff. We offer training on report writer so that you can keep your skills sharp. Reports can be created to cross calendar year ends, especially for fiscal year reporting. Many reports have already been written which will be shared with you upon request. Our payroll specialists are specifically trained to be adept at assisting you in creating your own custom reports.

Payroll Tax Reports (filed quarterly and at year end)

Tax reports are filed electronically or by paper for all jurisdictions. Employers receive a virtually identical set of reports each quarter.

Technical Support

We can provide support when you have technical problems using any of our software. Our I.T. team is specially trained to configure and install the Millennium payroll software on any network with the optimal setup for any company's needs. We will work within your existing I.T. policies to maintain your data's security.

Third Party Sick Pay

You can record third party sick pay each payroll instead of waiting for annual reports by your third party administrator. The entries are made directly in payroll, taxed correctly, and then reported in your journal entries and quarterly tax returns. You can elect to have CPS print the information on your W2's at the end of the year.

Time and Attendance Tracking

We provide T & A tracking for clients as diverse as 20 to 1500 employees. The software is Internet-based and data can originate from multiple sources: keyboard, card reader, or biometrics. The use of biometrics is widely believed to greatly cut down on "buddy punching." The initial install involves custom programming to meet your specifications

including any shift differentials, rounding rules, late employee tracking, and most any other policy. Costs are low.

Time Off Accrual Tracking

Your accrual policy can be coded directly into the system to calculate available benefits. We can manage anniversary dates, first of year cut offs, unlimited policies and available balances can be tracked on the check stub. Some of the standard reports available include: Accrual History, Accrual Activity and Accrual Balances.

Training

Training is free, available every week (with some advance planning), one on one and in larger groups; all training is over the Internet (unless otherwise specified). Training is available to beginner and experienced payroll contacts alike; training benefits anyone who wants to brush up on their skills.

Unemployment Insurance Management

Through one of our partners, you can manage your unemployment rate and claims. This is an automated process over the Internet.

Workers Comp Pay as You Go

The CPS system will track workers' compensation expense for you once the codes are set up in the system. By connecting each employee to a compensation code, the system will track your expense per paycheck for the entire year of the insurance plan. As your payroll is processed, the associated insurance expense is calculated. At any time you can run the report which will display cost by each employee per hour. Many insurance auditors will accept this report.



We love the ease of integration between the Internet-based program and bringing it into Millennium, the payroll module. Individual employees can see what time they clocked in and out and whether they are missing time punches. The system is also very flexible. It has allowed us to make various specific modifications that are customized to how our company is set up. The accuracy was one thing we liked as well as the time-saving. I wish we had had this system a long time ago.



Franklin & Prokopik, P.C.
Baltimore, MD

Steven E. Shaffer
Firm Administrator

CUSTOM PAYROLL SERVICES

311 International Circle, Suite 140
Hunt Valley, Maryland 21030
410.229.0000/800.472.9758 T 410.229.0177 F

www.CustomPayrollServices.com

Long-Time Member of
Independent Payroll Providers Association &
American Payroll Association