



Avitus Payroll Services

- Ultimately, payroll is a task you have to do that doesn't make you any money. Our customizable and cost-effective system allows you to efficiently complete this task and move on to revenue producing items.
- We have an extremely robust platform that has the capabilities of tracking employees and producing any necessary payroll reports.
 - You can process your own payroll in our software, or use our managed service where you have a dedicated payroll specialist assigned to you. In either of these options, you'll have the following services available: Online portal for employees to view pay stubs, W2s, the ability to edit bank info, etc.
- Our payroll software comes with a timekeeping system, or you can continue using your own
 - Our software offers Geo-fencing capabilities through the phone app
- You can easily get all employees converted to direct deposit
 - Or, to a pay card if employees don't have a bank account
- We track and file Payroll Tax reports (known as 940/941), Worker's Comp reports, and Unemployment Insurance reports to the state (in monopolistic/client report states) on your behalf.
- Electronic Onboarding – this allows you to send a new employee a new hire packet, electronically. They can complete their enrollment forms, sign off on their handbook, and be established directly into our system to get paid.

(Ask the prospect how many employees they have and what their payroll frequency is. Then, generate the Payroll Quote in the Avitus Group app. Show the prospect the pricing)

- Our fees are based on a per check fee as you see at the top. This number here is your per payroll fee and it is paid on a per payroll basis, not a lump sum upfront.
- There are no long term agreements. If for any reason you want to terminate our services, we just ask for 30 days' notice. We trust that your service experience with us will be the reason you stay, not a forced agreement.

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If the prospect is ready to move forward, initiate DocuSign to begin signing the client. If the prospect needs to see a payroll demo first (usually only needed for companies with 50 employees or more) then reach out to Shelby Nicholls or Aleena Garey to schedule the demo. Avitus Payroll Services do NOT require a Discovery Call, much like our other services do.