ADDA

Managed Payroll Administration

Precise payroll that avoids penalties and maintains employee trust.

About our service

We ensure the kind of timely, reliable, accurate payroll process that maintains employee trust and avoids penalties. Payroll errors are a regular occurrence for most businesses, but the cost extends beyond your finances. Our detailed approach saves your business time and money while sustaining a positive relationship with your employees.

What we provide

Pre-Processing:

- Enter new hires, re-hires, and terminations
- Manage employee data such as payroll records, exemptions, insurance coverage, direct deposit, deductions, job titles and rate changes
- Calculate and process garnishments and tax levies
- Track and verify time and attendance for all employees
- Administer supplemental earnings such as commission

Payroll:

- Process payroll and issue checks or vouchers
- Resolve payroll discrepancies
- Verify payroll reports and provide previews of earnings, taxes, deductions, leave, and disability
- Record all transactions
- Maintain and optimize payroll operations

Post-Processing:

- Prepare third-party reports by compiling summaries of earnings, taxes, and deductions
- Reconcile and/or manually update benefit deductions taken to credit participant accounts (401k, S125, etc)
- Forward necessary tax records and reports to the appropriate department(s) as needed

15 Businesses make, on average, 15 payroll mistakes per cycle costing them thousands annually.

Source: HR Dive: Employers make 15 corrections per pay period

Get in touch

Our team is ready to help, contact us at sales@addainfusion.com or give us a call at 877-838-2332 to get started today!

Contact us