



# Small business payroll buyer's checklist

If you run a small business, you spend the majority of your time making sure your company is profitable and growing. Managing payroll on your own or even sending pay data to your accountant takes valuable time away from running your small business. Working with a payroll provider can free you up to run your business while helping ensure that all of your payroll needs are properly handled.

In addition, some leading payroll providers offer features like employee self-service, mobile access, integration with time and attendance, and electronic pay options to help you save time so that you can focus on running your business.

**So, what do you get with a payroll service provider?** Here are some of the core payroll features you should expect and look for when evaluating payroll vendors.

## Payroll processing

- Payroll calculations
- Pay with direct deposit and cheques
- Convenient access to payroll support specialists

## Taxes

- Tax calculations and remittance
- Wage garnishment remittance

## Time and attendance

- Integration between time and payroll solution to automatically share employee data
- Paid and unpaid time-off tracking, including vacation time, medical/parental leave, sick days and personal days

## Compliance

- Easy access to and filing of T4s, T4A and Relevés
- Notifications about regulatory changes in wage and tax law

## Hiring

- New-hire reporting
- Support for T4s, T4A and Relevés



## Mobile access

Employers can run payroll, create and manage timesheets, and check tax payments from any device, anytime

Employees can use a mobile device to clock-in or out within a designated geographic range

Employee access to pay stubs and personal information

## Reporting

Reporting available across all aspects of the payroll process: Payroll, tax and time and attendance

## Integration

Integration of payroll with time and attendance solution to prevent redundant data entry and reduce errors

Integration of payroll with related functions like time and attendance and RRSP to prevent redundant data entry and reduce errors

## New COVID-related regulations

For updates on COVID-related legislation that impacts payroll and tax filing, please visit our [ADP Employer Preparedness Toolkit: Coronavirus Disease \(COVID-19\)](#).

## How ADP can help small business payroll processing

ADP offers payroll services to meet your needs, with flexible and affordable options for any business. Some of our small business payroll offerings also include a suite of HR features.



[Learn more.](#)

This information is provided for educational purposes only and should not be construed as tax or legal advice. ADP encourages readers to consult with appropriate legal and/or tax advisors.

ADP, the ADP logo and ADP Always Designing for People are registered trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2021 ADP, Inc.. All rights reserved.

  
Always Designing  
for People®