



MasterType Accounting & Business Services

Complete Payroll and HR



Payroll Is About Your People . . .

That's why we now deliver a payroll service with comprehensive options, including easy to use HR tools and resources.

Professional resources that can help you manage your employees and business.

If you're like most small business owners, payroll and HR issues can really pull your focus from managing your day-to-day operations. And it's no wonder. Complex state and federal employment laws, including new Affordable Care Act (ACA) compliance responsibilities, can make finding the answers to your questions — and maintaining compliance — seem like a full-time job.

Through our partnership with ADP®, we offer payroll with HR resources that can help improve the management of your people

and your risk so you can get back to focusing on your business. With our unique solution, you'll be empowered to help meet your compliance requirements with access to powerful HR tools and resources. With integrated time and attendance solutions, retirement services, Pay-by-Pay® Premium Payment Programs and more, you have a solution that helps clients manage cash flow and their people.

Complete Payroll & HR Resources

Payroll Preview

Preview payroll results before processing to help reduce errors.

General Ledger Interface

Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without rekeying data.

Employee Access with RUN Mobile

Saves you time with mobile access applications - allows employee access to their payroll information at their convenience.

Electronic Reports

View, access, export and print over 15 different reports online.

Tax Filing

We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.

New Hire Reporting

New Hire reporting helps you stay complaint with state regulations and avoid penalties

Affordable Care Act (ACA) Compliance

Dashboards, calculators and reports helps you manage your ACA compliance.

Payment Options

Choose from three ways to pay your employees:

ADPCheck™

The most secure paycheck in the industry signed and sealed with 10 advanced fraud protection features.

Full Service Direct Deposit

The quickest way to pay your employees on payday — pay is automatically deposited in their bank account.

ALINE Card by ADP®

Pay employees electronically on a reloadable Visa® prepaid debit card.

Garnishment Payment Service

A cost-effective solution that helps you manage your wage garnishment processing.

State Unemployment Insurance (SUI)

Have your State Unemployment Insurance (SUI) automatically deposited and filed on your behalf.

HR Support, Administration and Compliance

HR HelpDesk

Receive phone and e-mail access to a team of certified HR professionals who provide best practice information to help you navigate even your most complicated HR issues, including ACA best practice information.

Employee Handbook Wizard

Create a comprehensive, professional quality employee handbook based on federal law and your company policies

Job Description Wizard

Attract the best candidates for your job opening with a customized job description wizard based on an extensive database of descriptions.

Customized HR Toolkits

Step-by-step guidance to help you complete and document advanced HR tasks, including essential forms, documents, and related policies.

HR Forms & Documents

Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists, forms, job descriptions and policies.

State and Federal Compliance Database

Get information about ever-changing state and federal employment laws without the legal jargon, with plain English summaries of major regulations to help you stay on top of HR compliance requirements.

ACA Compliance Tools and Support

The HR HelpDesk is staffed with certified HR professionals who can provide best practice information on your ACA questions. The ACA dashboard, calculators and reporting provides tools to help you stay in compliance.

Audit & Compliance Wizard

Use an intuitive wizard to assess your company's HR practices in seven key HR areas, and gain access to resources to help shore up your weaknesses.

Quick HR Answers

Search a comprehensive database of commonly asked HR questions and get on-demand best-practice answers.

HR Information and Education

HR Fundamentals Training

Self-paced online learning course covering various HR practices.

State and Federal Resources

Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.

HR Checkups

Compare your current HR practices against standard HR best-practices to see how you measure up.

Tip of the Week

Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

HR Compliance Updates

Receive proactive e-mail alerts when laws change that may affect your company's policies, procedures or compliance requirements.

Quarterly Newsletter

Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.

HR Dictionary

Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

For more information contact:



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Payroll is about your people . . . and people are your most valuable asset.

So call us today to learn how you can enhance employee and HR management so you can focus more on achieving your business goals.
