Streamlining the Payroll Process

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The “Paper” Problem

Paper is inefficient, costs time and money

- The Federal Government is phasing out paper checks for all benefit programs - 73 million payments a month
- More than 76% of individual tax refunds were delivered via direct deposit in 2011
- More than 68% of Corporation are writing less checks
- UK Phasing out paper checks – US Next?
- Consumer moving rapidly to paperless payments and statements
- Where is your checkbook?
Why Is The Paperless Movement So Strong?

- Status Quo
- Time
- Costs
- Green Initiatives
Do You Know the average cost to reprint a lost tax document?

$10-25

(Source: NACHA – The Electronic Payments Association)
Do you know the average amount of documents lost or misplaced in an organization?

7.5%

(Source: PriceWaterhouseCoopers)
Calculate Your Savings!

<table>
<thead>
<tr>
<th>Current Pay Documents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Employees:</td>
<td>1,000</td>
</tr>
<tr>
<td>Payroll Volumes</td>
<td></td>
</tr>
<tr>
<td>Weekly:</td>
<td>300</td>
</tr>
<tr>
<td>Bi-Weekly:</td>
<td>0</td>
</tr>
<tr>
<td>Semi-Monthly:</td>
<td>0</td>
</tr>
<tr>
<td>Monthly:</td>
<td>700</td>
</tr>
<tr>
<td>W-2s Printed Per Year:</td>
<td>1,000</td>
</tr>
<tr>
<td>Total Documents Per Year:</td>
<td>25,000</td>
</tr>
<tr>
<td>Average Cost to Print / Distribute*:</td>
<td>$1.90</td>
</tr>
<tr>
<td>Projected Savings Per Year ($)</td>
<td>$47,500.00</td>
</tr>
<tr>
<td>Green Savings (Trees Per Year)**:</td>
<td>5</td>
</tr>
</tbody>
</table>

* Based on $1.90 National Average Cost to Produce and Distribute Pay Stubs (NACHA)
** Based on Average Print Production of Pay Stubs on 24-lb Copy Paper (.01818 lb per sheet). More or less may be saved based on the weight of paper you use for this process.

www.ddilink.com/online-pay-stubs-w-2s
Benefits of Paperless HR and Payroll
Benefits for Employees

- Opt-In for Paperless W2s & Paystubs
- Self-Service
- View – Print – Email
- Secure Password Protected
Benefits for Employers

✓ Less Time
✓ Less Money
✓ Reduce Support Calls
✓ Employee Convenience
✓ No IT Investment
Host Documents in a Secure Cloud Environment

Employee-Authorized Access

256-Bit Document Encryption

Password Protection
Demonstration
### Example of Online Pay Stub

**MyPayStub.info**  
15800 John J. Delaney Dr., Suite 320  
Charlotte, NC 28277

**ALINA NICKLES**  
Employee #: 569  
Pay Date: 8/01/2010

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Current</th>
<th>Y-T-D</th>
<th>Deductions</th>
<th>Current</th>
<th>Y-T-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR</td>
<td>1520.00</td>
<td></td>
<td>FED INC TAX</td>
<td>204.12</td>
<td>3133.05</td>
</tr>
<tr>
<td>SICK</td>
<td>152.00</td>
<td>22,040.00</td>
<td>FICA TAX</td>
<td>89.95</td>
<td>1366.89</td>
</tr>
<tr>
<td>HOLIDAY</td>
<td>456.00</td>
<td></td>
<td>MEDICARE TAX</td>
<td>21.04</td>
<td>319.68</td>
</tr>
<tr>
<td>OTHER</td>
<td>357.00</td>
<td></td>
<td>HEALTH INS</td>
<td>69.23</td>
<td>1038.45</td>
</tr>
<tr>
<td>OTHER DAY</td>
<td>380.00</td>
<td></td>
<td>OTHER DEDUCTIONS</td>
<td>86.82</td>
<td>928.80</td>
</tr>
<tr>
<td>GROSS PAY</td>
<td>1520.00</td>
<td>23,085.00</td>
<td>NET PAY</td>
<td>1079.14</td>
<td>16301.13</td>
</tr>
</tbody>
</table>

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**Bulletin Board**

**** IMPORTANT MESSAGE ****

We are updating our records!  
Please verify your mailing address and report any changes to HR at extension 1234.
## Example of Online IRS-Legal Copy W-2

**Form W-2 Wage & Tax Statement 2010**

### Control Number
- **Employer’s name, address, and ZIP code:**
  - DIGITAL DESIGNS, INC.
  - 15800 JOHN J DELANEY DR
  - SUITE 320
  - CHARLOTTE NC 28277

- **Employee’s name, address, and ZIP code:**
  - ALISA NICKLES
  - 9876 QUARTER STREET
  - LAS VEGAS NV 98765

### Copy B (To be filed with employee’s FEDERAL tax return.)

#### 2. Federal income tax withheld
- **Wages, tips, other compensation:** 41123.45
- **Social security wages:** 41123.45
- **Social security tip(s):** 41123.45
- **Social security tax withheld:**
  - Code 26, Rate 100, Amount 4998.76

#### 3. Medicare wages and tips
- **Medicare wages and tips:**
  - Code 26, Rate 1/2, Amount 647.10

#### 4. Additional EIC payment
- **Amount:** 2543.21

#### 5. Unemployment compensation
- **Amount:** 0

### Copy C (For EMPLOYEE’S RECORDS)

- **State unemployment compensation:**
  - Code 26, Rate 100, Amount 2543.21

- **Social security wages:**
  - Code 26, Rate 100, Amount 41123.45

- **Social security tips:**
  - Code 26, Rate 100, Amount 41123.45

- **Social security tax withheld:**
  - Code 26, Rate 100, Amount 4998.76

- **Medicare wages and tips:**
  - Code 26, Rate 1/2, Amount 647.10

- **Additional EIC payment:**
  - Code 26, Rate 1/2, Amount 2543.21

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**RELYCO®**  
**THE SPECIALTY PAPER EXPERTS**
DocAgent.NET – Mobile Access
DocAgent Customers

- Peabody Hotel Group
- Caesars Entertainment
- Resorts Casino Tunica
- Red Robin Gourmet Burgers
Employees: 32,000  
Locations: 439  
Documents: >600,000 pay stubs, 70,000 W-2s per year

DocAgent Pay Stubs and W-2s Online

• Frequency
  ➢ Weekly/Semi-Monthly/Monthly Payrolls + Annual W-2s

• The Benefits
  ➢ Competitive Win-Back from ADP - $4,500 / Month Savings!
  ➢ Self-Service – 100% Turnover
  ➢ Bi-Lingual Support (Spanish)
  ➢ Infinium Integration

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THE SPECIALTY PAPER EXPERTS
What We Covered

✓ The Problem
✓ The benefits for Employees and Employers
✓ The DocAgent Solution
  • Demonstration
  • Technology
  • Mobile Application
✓ Customers and Case Study
✓ Implementation Options
Where Do We Go From Here?