

Saving You Payroll Cost

Payroll
\$120.00
per month



DB
GROUP
CONSULTING INC.

sage

www.dbgroupinc.ca

\$120.00 per month payroll includes

- Unlimited employees
- Direct Deposit
- efile T4's
- Web ROE
- Unlimited earnings and deduction codes
- Mass update capabilities
- Reports
- Plus more...

IS YOUR PAYROLL SERVICE CHARGING YOU FOR EVERY CHANGE?



Now more than ever, bringing payroll functions in-house will allow you to have complete control without the hidden fees. Learn how in-house payroll processing drives efficiency and agility for your organization.

Everything you Need to Know About In-House Payroll | FAQ available at www.dbgroupinc.ca

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Everything You Need To Know About In-house Payroll | FAQ

Payroll Costs

According to Payroll Association, More than half of companies produce payroll completely in-house.

Typical in-house costs, what are they?

In-house software typically involves a one-time software license purchase, as well as an annual support contract for software enhancements, tax table updates, and technical support. Payroll software requires a larger front-end expense for the software license but the cost drops dramatically in the second year of ownership and beyond. In contrast, outsourcing expenses stay the same each year and could possibly increase.

“Payroll administration run in-house is 37% lower than when provided by an outsourced service provider”

\$120.00 per month over one-time license purchase?

For a fixed monthly fee, eliminate one-time license purchase, annual support contract, and annual tax table costs.

+ Add unlimited support.

Payroll administration costs for \$120.00 per month in-house could be over 50% lower than an outsourced provider.

Actual out of pocket savings!

Company A - 100 employees pays employees monthly, paying an annual cost of \$4,000, calculated annually **saving 56%**

Company B - 50 employee's pays employees bi-weekly, paying an annual cost of \$3,500, calculated annually **saving 49%**

Your Company - calculate your savings by summarizing 12 month out of pocket costs and compare to \$120.00 per month or \$1,440.00 per year.

Outsource solutions are transaction based. Company pays for each transaction, costs continuously accumulate.

What are the benefits of producing payroll in-house?

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- Accurate, timely payroll with a solid return on investment (ROI)
- Total control over payroll processing, including check printing, reporting, and forms as well as managing direct deposit and payroll taxes
- Maximum flexibility over last minute changes prior to payroll run
- Comprehensive, customizable reporting to help you analyze compensation and plan for the future
- More accurate data through integration with internal HR, accounting, and timekeeping systems
- Doing business the way you need, electronic paystubs, T4's and compliance needs with automatic federal and provincial filing requirements

What is included?

- Canadian or United States payroll, if both are needed options can include both
- EFT Direct Deposit for payroll
- Unlimited employee size
- Concurrent users
- Annual updates, tax table updates
- eFile of employees T4's
- web ROE integration
- 1-800- 253-1372 support
- 24 x 7 on-line knowledge base
- Reports
- Anytime learning capabilities
- Integration capabilities

What industries does in-house payroll work well with?

All industries, DB Group Consulting has experience with construction, health care, manufacturing, services, retail, wholesale, financial, transportation, high-tech, government, education, construction, and agriculture.

How many earning codes will in-house payroll handle?

Unlimited earnings codes, including shift differentials, commissions, bonus payments plus more as needed.

How many deductions codes will in-house payroll handle?

Unlimited, including compliance contracts

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Do I have to wait till a new year to switch to in-house payroll?

NO, at any time you can switch your payroll. Project plan to meet your needs and timing will be discussed and planned out.

What about current year information?

A DB Group Consulting payroll consultant will help you migrate your current year employees, YTD data, accumulated balances for earning, taxes, employee deductions to in-house payroll. With year to date employee and employer information, no additional amounts will be deducted for those deductions that have yearly ceilings like CPP and EI.

Will employees have two T4's?

NO, one T4 will all your yearly information.

What do I need to do?

At DB Group Consulting we have a 5-step D's approach, so let us help you

- 1 Define** issues and desired results. We facilitate discussions to gain an understanding and **define** your issues and desired results
- 2 Discuss** needs with stakeholders Requirements, constraints, and success factors are **discussed** with each stakeholder – this assures a productive demonstration
- 3 Demonstrate** possible solutions Once we have a clear understanding, our job is to **demonstrate** how our recommendation will work for you.
- 4 Delineate** resource requirements If you chose to continue the conversation, we will explore and **delineate** resource requirements for the implementation
- 5 Decide** to move forward...or not Following our 5 Ds selection process makes **deciding to move forward, or not**, a decision that is informed and well reasoned

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With in-house payroll the company must have a designated payroll person?

No matter what alternative solution is selected, someone has to process payroll. Whether it is via a website for outsourced or an on screen in-house solution, the same setup, employee's information or updates, has to occur.

Will in-house deliver payroll to employee's bank account?

YES, direct deposit electronic funds transfer does the same.

Can in-house deliver payroll stubs and T4's directly to employee?

YES, In-house solutions can electronically deliver to employee's email account via secure PDF, employee's payroll stub and T4's. Employee's email address can be any address, home or work. Email address can change on the fly, if needed.

Can in-house send T4's, Record of Employment etc to government agencies?

YES, in-house solution includes e-File and integrates with web ROE, so all required filing / reporting is handled electronically.

Will in-house payroll handle confidential payroll?

YES, within the solution security can restrict concurrent user to confidential payroll, eliminating the need of alternative solutions to meet company's confidential payroll needs.

Will in-house payroll handle multiple companies and their payroll needs?

YES, in-house is multi-company in same solution, no extra costs for additional companies.

Will in-house payroll store multiple years of history?

YES, up to 99 years of history for the General Ledger and unlimited years for payroll.

If changes are needed, will it cost additional?

In-house payroll includes customizable screen and flexible report writing with industry standard Crystal Reports writing tools. Customers with crystal reports training can build their own reports in format and information they require.

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Will I need a server to handle in-house payroll?

NO, in-house payroll can be installed on a stand-alone computer if desired. If the company has a server, it would be ideal setup. Back-up of data must be considered in all instances.

Can in-house payroll be hosted on-line?

YES, DB Group Consulting works with on-line hosting companies. Discussion during requirements, constraints, and success factors will identify company needs.

What are the features of in-house payroll solution?

- Track cash and non-cash benefits
- Choose from a wide variety of calculation methods to compute employee benefits, earnings, and deductions
- Assign an earnings or a deductions code automatically to a range of employees
- Use General Ledger's flexible account structure for cost center accounting (post to cost centers by employee, by job, or even by part of a job)
- Track Canadian earnings for WCB reporting
- eFILE for Canadian Payroll provides a simple, cost-effective way clients to file electronically
- Tailor benefits, deductions, and earnings to track and report RPPs, RRSPs, and other benefits; court-ordered alimony and maintenance payments; wage advances; plus in the U.S., report cafeteria plans, 401(k)s, 403(b)s, 408(k)(6)s, 457s, 501(c)(18)(d)s, wage garnishments, IRAs, and more
- Post expenses only, or post liabilities and expenses to cost centers and easily change the cost center for all the accounts involved in a transaction
- Create templates to quickly add new employees and set up selection lists of employees for whom you can calculate payroll and perform other processing functions
- Streamline your timecard entry by providing support for self-service timecards
- Globally update particular fields for earnings, deductions, and taxes assigned to employees
- Process by date without being tied to pay periods with required openings and closings
- In Canada, create as many as four different classes to allow payroll calculation, paycheck sorting, and report production for any combination of employees
- Set up single schedules covering vacation or sick day accrual for all employees, regardless of years of service, and a single overtime payment schedule for employees in every pay frequency, or create as many schedules as needed
- Use in concert with Bank Services to track checks, handle check reversals, and keep an audit trail of all paychecks

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- View employee statistics and checks
- Produce comprehensive processing reports, including pre- and post check registers and analysis of earnings, benefits, deductions, accruals, and taxes for the pay period
- Process payroll in a currency other than your functional currency
- Provide electronic funds transfer and direct deposit capabilities through integration with EFT Direct Payroll
- In the U.S., print W-2s on paper forms and submit to taxing authorities on diskette, proof and print a 941 report with the exact information needed to complete Form 941, and track and report Workers' Compensation, SUTA, and FUTA.
- In Canada, track employment insurance, print complete Record of Employment information, and print T4 and Relevé 1 forms.

Can in-house payroll handle integration from Time and Attendance solutions?

YES, DB Group Consulting offers integration services for those customers who have existing time capture solutions.

Can in-house payroll handle job costing?

YES, setup can include information and reporting needs including job costing information.

What banks can EFT Direct Deposit payroll work with?

EFT Direct Payroll (Canada)

Supports CIBC, Toronto Dominion, Banque Nationale, Bank of Montreal, Caisse Desjardins, Royal Bank, Bank of Nova Scotia, Caisse Populaire, Laurentian Bank, National Trust, Alberta Treasury Branch, Hong Kong Bank of Canada, and BC Central (and all affiliated credit unions).

EFT Direct Payroll (U.S.)

Supports all financial institutions using the standard ACH format.

What reports are available?

Sample Reports

- Accruals
- Advances
- Benefits
- Deductions
- Earnings
- Earnings and Hours

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- Earnings / Deductions Summary
- Employee Information
- Expense Reimbursements
- Manual Checks
- Overtime Schedules
- Payroll Processing Exceptions
- Payroll Register
- Pre-Check Payroll Register
- Shift Differential Schedules
- Tax Calculation Analysis
- Tax Profiles
- Timecards
- Workers' Compensation
- Workers' Compensation Codes
- U.S. Government Reports
- 941
- Quarterly Wage
- W-2 Forms
- **Canadian Government Reports**
 - CCRA Remittance Info
 - Ministère du Revenu Info
 - Record of Employment
 - Relevé 1 Forms
 - T4 Forms

What is included in support?

Sage Core module:

- Assistance in identifying the proper sequence of tasks needed to accomplish a larger process. Example: Balancing payroll, quarter end processing, adding a new employee, etc.
- Answers to how a particular feature operates in a given scenario. Example: How a particular deduction is calculated and printed on a paycheck.
- Assistance in the proper procedures needed to install or upgrade the product.
- General Sage module configuration questions.
- Troubleshooting errors or warning messages occurring within Sage products.
- Suggestions and troubleshooting information for issues such as reconciliation difficulties.
- Procedural advice on product features.

Productivity Tools, Options and Add-On Products

- Troubleshooting problems regarding installation and workstation setup for products supported by Sage.

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- Troubleshooting errors or problems that occur during Crystal Reports for Sage installation and when linking to Sage data. Example: Registering Crystal DLL's as part of the Crystal trouble-shooting process.
- Troubleshooting errors or problems that occur within bundled and unmodified Sage standard reports or forms.
- Troubleshooting errors or problems that occur within Sage products during data transfer or import.
- Errors or issues that occur specifically in the grid export process.
- Troubleshooting errors or problems that occur specifically when using bundled alerts.
- Data discrepancies caused by Data Migrator, or other Sage products.
- Assistance in locating table and field names to write reports.

Plus

Network, Database or IIS Issues
Installation or Conversion
Printers
Customizations or Modifications
Citrix and Terminal Services
See document Sage, Customer Support Matrix

AVAILABLE OPTIONS

System Integration Import from additional solutions plus export to additional business solutions can be achieved.

Benefits: Expand existing payback over outsourced solutions
Increase accuracy
Reduce redundancy

Integrated / Time and Attendance

Sage Time and Attendance is a comprehensive, state-of-the-art workforce management solution that enables you to collect, analyze, and take immediate control of your employees' attendance and labor data—online and in real time. Sage Time and Attendance automates your processes by integrating seamlessly with Sage payroll, benefits and recruiting applications, as well as optional web-based manager/ employee. Time and Attendance also includes self-service functions.

Save Time and Money

Sage Time and Attendance saves most companies 3 to 5 percent in payroll expenses by efficiently providing job allocation, scheduling, and time-off tracking. Other benefits include:

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- Roles-based security to ensure only relevant data is delivered to appropriate users.
- Auditing functions to guarantee accuracy and compliance for all payroll information.
- A variety of data collection options, such as web-based time clocks, mobile devices, biometric time clocks, badges, and telephony.
- Built-in labor, attendance, and payroll reports through SAP® Crystal Reports.

Integrated / Human Resources Management Solution

Sage HRMS empowers the human resources (HR) department to actively support company objectives while improving HR efficiency. Integrate and streamline your HR processes and closely monitor employee records and personnel actions, HR compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions with Sage HRMS.

Sage HRMS Payroll is for U.S. and Canadian organizations seeking an integrated HR/payroll system. As part of an overall Sage HRMS solution, Sage HRMS Payroll provides a comprehensive and flexible solution that includes the payroll functionality needed by midsized organizations to process their payroll accurately and quickly every time.

Pressure Seal, Employee paystubs or checks

For PrintBoss customers who print large quantities of checks and/or invoices pressure seal forms may be the right choice. A 'print-to-mail' solution can reduce processing by 90%. A PrintBoss form is designed to specifically print onto the pressure-seal stock. This means that the standard process of printing, folding, stuffing and sealing forms to send them out is reduced to simply printing and then running the forms through a folding machine, even if automated signatures are being used.

DB Group Consulting offers a folding machine that will accommodate the quantity of forms you need to print.

Green Technology, Wellspring Software

- Print to email (each page is a separate email), paystubs, T4's. reports
- Combine multiple-page emails into single email (as a .pdf attachment)
- Send email but omit attachment(s)
- Send outgoing email to Outlook outbox instead of SMTP server

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Company A - 50 employees paid bi-weekly ROI - Payroll Outsourced vs. In-house 5 Year Hard Cost Benefit Analysis

Number of employees	50	Enter your number of employees for all companies
Number of pay periods	26	Enter number of pay periods per year
Number of pays issued	1,300	Calculation = employees x pay periods
Total of 12mth out-sourced invoices	\$3,500	Enter 12 months charges for outsourced provider ¹
Cost per cheque	\$2.69	Calculation = 12 months / number of pays

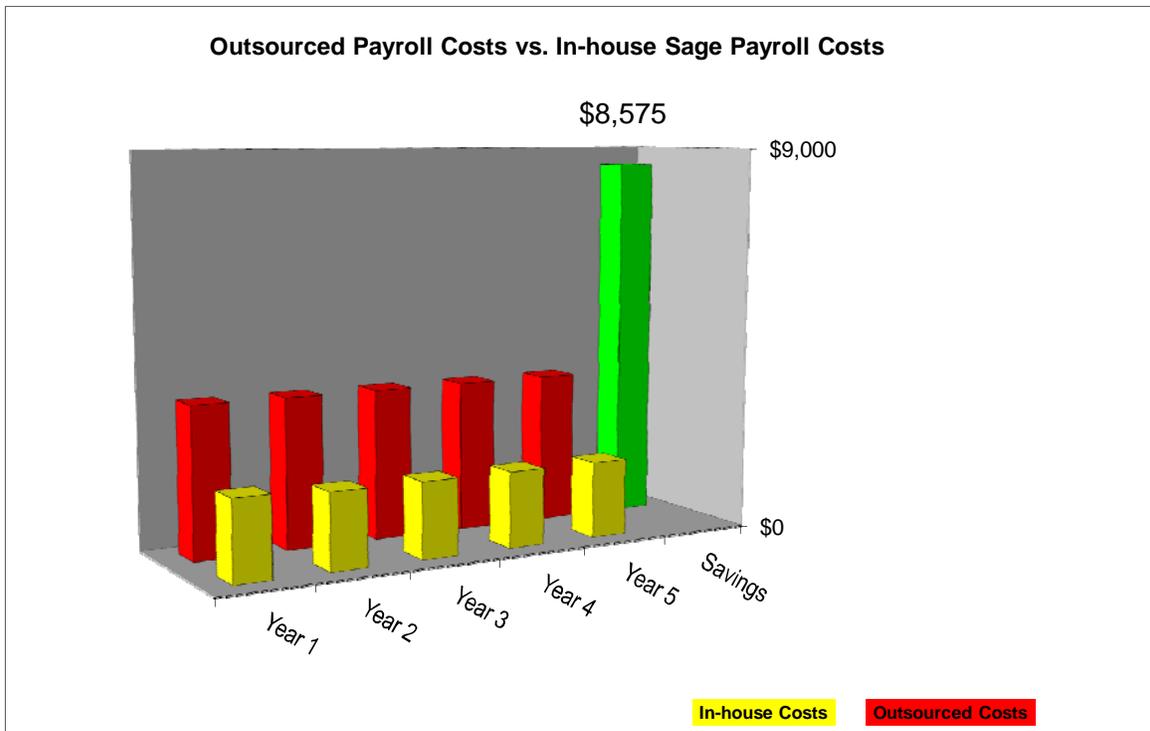
	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5 Year Cost
Current Payroll Costs- outsourced	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$17,500

Annual Fees²	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$7,200
Bank EFT one time software license	\$100	Use \$100 if not sure				\$100
EFT Bank Charge (Estimate) - \$0.25	\$325	\$325	\$325	\$325	\$325	\$1,625
Future Internal Payroll Costs	\$1,865	\$1,765	\$1,765	\$1,765	\$1,765	\$8,925

	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Savings
Savings	\$1,635	\$1,735	\$1,735	\$1,735	\$1,735	\$8,575
Cost per cheque	\$1.43	\$1.36	\$1.36	\$1.36	\$1.36	49%

¹ Actual costs

² Alternatives available



Saving You Payroll Costs!

Company B - 100 employees once a month ROI - Payroll Outsourced vs. In-house 5 Year Hard Cost Benefit Analysis

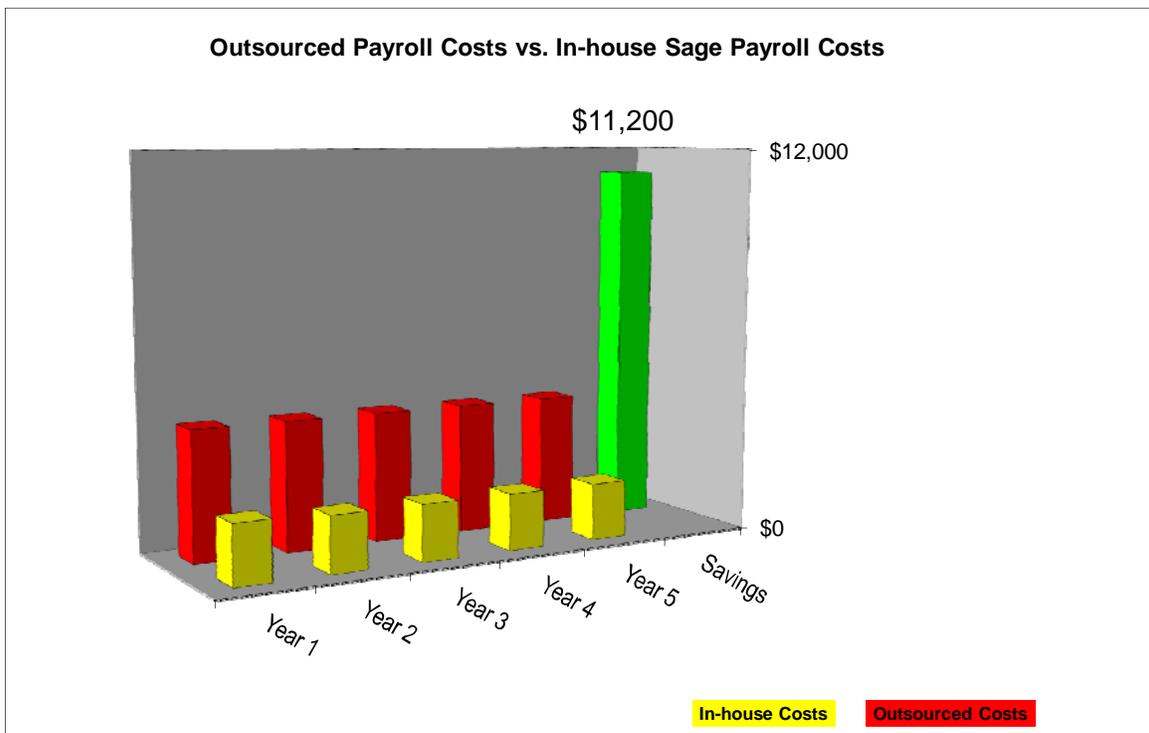
Number of Employees	100	Enter your number of employees for all companies
Number of pay periods	12	Enter number of pay periods per year
Number of pays issued	1,200	<i>Calculation = employees x pay periods</i>
Total of 12mth out-sourced invoices	\$4,000	Enter 12 months charges for outsourced provider ¹
Cost per cheque	\$3.33	<i>Calculation = 12 months / number of pays</i>

	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5 Year Cost
Current Payroll Costs- outsourced	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000

Annual Fees²	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$7,200
Bank EFT one time software license	\$100	Use \$100 if not sure				\$100
EFT Bank Charge (Estimate) - \$0.25	\$300	\$300	\$300	\$300	\$300	\$1,500
Future Internal Payroll Costs	\$1,840	\$1,740	\$1,740	\$1,740	\$1,740	\$8,800

	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Savings
Savings	\$2,160	\$2,260	\$2,260	\$2,260	\$2,260	\$11,200
Cost per cheque	\$1.53	\$1.45	\$1.45	\$1.45	\$1.45	56%

¹ Actual costs
² Alternatives available



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About DB Group Consulting Inc

Since 1997, with locations in NB and NS, DB Group Consulting has been providing End-to-End Business Management Solutions to customers ranging from small business operations to multinationals. As a Sage Select business partner, we strive to enhance our customers' experience and profitability. We provide needs analysis, project management, implementation; training, custom reports... all while providing bilingual service and bilingual support programs.

Depuis 1997, avec des consultants au N.-B. et en N.-É., DB Group Consulting offre à sa clientèle des logiciels de solutions complètes de gestion d'entreprises. Notre mission consiste à venir en aide aux petites et moyennes entreprises grâce à des outils de gestion efficaces qui permettent de satisfaire aux besoins de tous nos clients de l'installation à la formation en passant par le support technique... le tout en fournissant un service bilingue de haute qualité!

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