## Plaxco Staffing LLC

## **Payroll Services**

Nothing strikes closer to home to your employees than their paychecks. It is important to maintain a complete, accurate and timely payroll process. Paying your employees correctly and on time will ensure a happy and motivated work force for your business. Our courteous and professional staff have years of experience in payroll management and processing. Your payroll will be on time and you can rest assured that you will be in compliance with State and Federal laws, regulations and requirements. Here are just some of the advantages to our payroll processing and personnel administration services:



- Prepare and issue weekly, bi-weekly, semi-monthly or monthly payroll checks for employees and subcontractors
- Withhold, report and pay State and Federal payroll taxes, including income taxes, unemployment taxes and social security taxes
- · Maintain all employee files
- Unemployment
- Complete wage verification forms
- · Respond to Unemployment Claims
- Appeals
- Telephone Conferences
- Terminations
- Certified Payroll
- Direct Deposit
- Management Reporting
- Remote Check Print
- Verification of Employment Requests
- Process Child Support and other garnishments
- Regulatory Compliance
- Additional Services Available Upon Request
  - Employee enrollment applications also available in Spanish version\*\*
  - Drug Testing \*\*
  - Pre-Employment Screening \*\*

<sup>\*\*</sup> Additional charge applies