PAYROLL ADMINISTRATION

At Oasis Outsourcing, we take the burden and tax liability of payroll processing off of your shoulders. Your payroll is processed efficiently and accurately by a team of experts dedicated to your account. With Oasis Outsourcing, *you also gain access to a state-of-the-art web-based Human Resource Management and Information System without the major capital expenditure.* In addition, we are responsible for the IT staff, all support and the continual upgrades that are required. Key products and services include:

PREPARATION AND DISTRIBUTION
- Customized Deposit Options
  - Direct Deposit
  - Debit Card
- Payroll Accrual and Tracking
  - Paid Time Off (PTO)
  - Job Costing
  - Salary, Job and Rate Allocations
  - Flexible Time Clock, POS and Excel Interface
- Payroll Record-Keeping
  - Audits
  - Employee Loans
  - Performance Review Tracking
  - Inquiries and Verifications
  - Payroll Check Verification
  - Garnishments and Levies
  - W-2 Processing
  - Payroll Helpdesk

Note: See Appendix for key payroll definitions.

WEB-BASED PAYROLL SYSTEM
- Management Reports
- Customized Report Writer
- Online Service Center
- General Ledger Interface
- Payroll Reference Guide
- 24/7 Employer and Employee Access

EMPLOYEE WEBSITE
- Check Stubs
- PTO Status
- W-2s

TAX

Our knowledgeable professionals keep track of the latest developments in tax laws and regulations, ensuring that Oasis Outsourcing will always be in a position to assist you in these important areas:

COMPLIANCE AND ADMINISTRATION
- Federal and State Payroll Tax Management
- Federal Unemployment Tax
- State Unemployment Returns
- Quarterly Tax Report
- Regulatory Compliance

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