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PayCycle is an online payroll processing system that can be used directly by small businesses or used by accounting professionals to offer the service to their clients. Through the Wholesale Program, professionals are given discounted rates and a firm-branded product so that the service is offered transparently to the end customer. PayCycle essentially automates all of the processes involved in managing the payroll process, from applying and calculating all taxes and deductions, to automatically preparing and offering online remittance of tax liabilities and compliance forms. The system is geared specifically to take advantage of electronic filing and payment, providing a paperless system and supporting direct deposit. For accountants, the cost of the system is based on the number of clients being managed and the number of employees, starting at \$14.99 per month per client for the first 10 clients, \$12.99 per month per client for the next 10 clients, and \$9.99 per month per client thereafter. These costs are for clients with five or fewer employees; additional employees are 25 cents per month each. Direct deposit and electronic filing/remittance is included with the above costs.

EASE-OF-USE/DATA ENTRY — 5 Stars

PayCycle opens within the user's web browser, providing an interface that allows professional firms to easily work with any of their client's records, or the accountant can opt to have the client enter much of their own information, with the financial professional providing review and compliance assurance services. The flexibility of being able to have some clients assume more or less of the time entry work is a great benefit, and the online nature of the system frees the accountant from having to maintain software and tax table updates. The system

guides users through setup processes and all routine tasks, including preparing

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of critical tasks and issues. Throughout the payroll and compliance process, the program maintains an exceptionally easy-to-use interface that guides the user through every step and offers explanations of tasks, which simplifies the whole payroll function. According to Martin Kofman, a CPA in Needham, Massachusetts,

PayCycle fits his firm's needs and the needs of his clients. "PayCycle is a step above the rest. It's easier to use, and the automation makes it better than what we used before." He also noted that he likes that the program is web-based since all updates are therefore automatic.

FEATURES — 5 Stars

Since the program is web-based, it can be accessed at any time and from any location by authorized users, such as while out of town or while visiting the client's office. Likewise, it can be offered to clients in a sliding scale of responsibility, from full-service by the financial professional to client self-service with the professional providing review. This allows a great deal of flexibility in the fee structure that the professional charges for his or her services. PayCycle guides the payroll process, prompting the user for time data entries as needed, and for confirmation of salaried amounts and benefits. The system can be used to track multiple pay types including salaried, hourly, commission and tips, and virtually any number of voluntary and involuntary deductions, as well as vacation and sick leave accruals, insurance plans, 401(k) contributions, loans and cafeteria plans.

REPORTING CAPABILITIES — 4 Stars

In keeping with its online nature, PayCycle is designed around electronic payroll. The system includes direct deposit (up to two accounts per employee) and the EFTPS electronic payment system for remittances and third-party payments. The

system supports all states and DC, and can electronically file state and federal

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The PayCycle system offers integration with QuickBooks, QuickBooks for Mac, QuickBooks Online, CCH ProSystem fx Write-Up, ATX's entire accounting product suite and Microsoft Money, enabling the user to automatically keep appropriate GLs updated and offering additional cost tracking options through those systems. Payroll data is also exportable into Excel format.

TRAINING, SUPPORT & UPDATES — 4.5 Stars

The PayCycle system is extremely simple to use and includes decent in-program Help and assistance, including FAQs, "How Do I" links, and the to-do list and e-mail reminders. The vendor also provides free telephone-based and e-mail support for both technical problems and payroll assistance (the company employs certified payroll experts). PayCycle's website support center provides additional Help. No formal training programs are available, but they aren't really needed. Rate tables and program updates are maintained as needed by the staff at PayCycle and automatically applied to each account when necessary.

SUMMARY

PayCycle is extremely easy to use. The system really is extremely simple. Essentially, the user just needs to tell the program what city and state they are in, the names and deductions and pay types for employees, and the account numbers for payroll and compliance payments. The system pretty much takes care of the rest, from processing payroll to filing forms and sending in payment, reminding users when things need to be done and prompting for more information when it needs it. The system is geared toward servicing small clients with generally fewer than 10 to 20 staff, although the program maxes out at 50 employees (for a reporting period, so high turnover clients would not be suited). Financial professionals looking for an easy and very affordable way to offer payroll to their small

business clients would be hard-pressed to find a more attractive system. Web-based

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