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From the [Sept. 2008 Review](#) of Professional Payroll Systems

As one of the biggest names in outsourced payroll services for businesses of all sizes, Ceridian also offers options for businesses to manage various parts of their payroll needs in-house using the online Ceridian HR/Payroll Web solution. The program is tailorable to businesses of all sizes, and provides support for all U.S. states; all pay types and unlimited deductions; direct deposit, automated electronic payroll tax filings, customizable reporting capabilities; and extensive HR, benefits management and regulatory compliance functions. Ceridian also offers a self-service function for employees, allowing them to access and print prior pay stubs. Pricing for the system depends upon payroll frequency and the number of active employees, but is generally around \$50 to \$100 per month plus \$1.25 to \$1.50 per check. Ceridian also offers a wholesale pricing model for payroll service providers.

DATA ENTRY & KEY FEATURES – 4.5 Stars

Ceridian's payroll application is designed primarily for direct use by individual business entities, although it can be set up for payroll providers who manage more than one client business. It supports multiple sub-entities and departments, which makes it amenable to companies with geographically diverse offices and staff. The system opens into the user's web browser, providing a primary home page interface that gives access to key function areas via a vertical menu on the left that includes options for accessing the master Employee List, Employee Functions, Payroll Functions, Reports, Benefits, Leave Accruals, Code Tables and System setup options. The main work area offers text-based links

within categories for Payroll Easy Steps, which includes entering new hires,

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(deductions, taxes, direct deposit, etc.), pay history, benefits, leave accruals and other data.

Several methods for entering employee time data are available to users, including import from most timecard systems, auto time entry (which populates based on settings), and manual entry either on an individual employee basis or for multiple employees. During entry, selection lists for earnings, deductions, departments, calendars, a ZIP Code finder and several other items are offered, greatly speeding data entry. Ceridian supports any type of benefit plan, including insurance, 401(k) and cafeteria plans, as well as customizable accrual-based time-off benefits. It can also be used to manage all OSHA, COBRA, HIPAA and other government requirements.

Employees can have multiple direct deposit accounts, debit card payments or partial check payments, and Ceridian's tax and payment services can manage compliance reporting and remittance of withholding of payroll taxes and third-party funds.

REPORTING CAPABILITIES – 4 Stars

Ceridian's reporting options are easily accessible via the vertical menu, which divides output options into Payroll Reports and Other Reports, with the former further broken down into Payroll, Year-End and Off-Cycle categories. Among the standard report options are summaries, period registers, employee lists, labor breakdowns and audits. Users can view reports on-screen in PDF format prior to running, and the output provides excellent detail. However, reports offer no drilldown functionality. Reports are downloadable in a variety of formats including *.CSV. A built-in report writer offers customization tools for many of the output options. Printing of employee paychecks is performed by Ceridian with various delivery options, while the business or provider retains the ability to calculate on-demand checks for replacements and other issues.

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The system is in use by entities of all sizes, from very small businesses to large corporations, and offers employee self-service functions, which can reduce administrative demand on HR and payroll staff. The system is attractively priced. The vendor also offers a good resource center for payroll and tax information, with news about changes to employment and tax laws, worker status determination, information on employee retirement and benefit plans, and additional topics.

2008 Overall Rating: 4.5 Stars

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