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## *Systems*

As a long-time direct provider of outsourced payroll services to businesses, ADP is often considered a competitor, but the company also offers an Accounting Partnership Program that provides various options for accounting professionals. This includes referrals and an accountant wholesale program that lets the practice use ADP to process client payroll and allows the firm to maintain ownership of the client relationship.

Through EasyPayNet, an online payroll processing and management system, small businesses or their professional public accountants manage the day-to-day payroll data administration, including entering basic company and employee information, setting up rates and deductions, and generating reports. Payroll runs, direct deposits and liability payments are processed on the back end by ADP. When used under the wholesale program, accountants can manage multiple payroll for multiple clients and are billed directly. They can then rebill clients according to their fee schedule. The system supports all states with unlimited employees and has options for workers' compensation management, direct deposit and electronic payment of third parties.

Pricing for EasyPayNet is on a per-employer basis, on the number of employee paychecks/deposits being processed, and on the level of outsourced features. A wholesale, five-employee, biweekly payroll with check delivery and tax filing included costs approximately \$35 per month.

### **EASE-OF-USE/DATA ENTRY – 4.5 Stars**

EasyPayNet opens within Internet Explorer or other browsers to a screen that provides primary function tabs for editing company or employee information along with payroll tasks for Scheduling, Entering and Reviewing/Submitting payroll

runs. Each of these primary tabs also has mouse-over submenus for accessing

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and other settings are easily accessed and easy to understand, as is the application of standard and user-defined deductions, multiple taxing state information, municipal taxing, unemployment and various other deductions. After an employee is active, another tab for YTD information is also available. Data-entry screens are simple to use and allow forward and back navigation with the browser buttons, also offering popup calendars, selection lists and customizable fields. EasyPayNet's employee list is not a central feature, but rather is accessible as a scrollable side menu on employee function screens and provides only basic sorting options.

When preparing to run a payroll, the system guides the user through the required steps, from editing employee or customer data to entering pay data and reviewing and submitting. EasyPayNet offers several methods of employee pay data entry, including the ezEntry format, which provides a scrollable spreadsheet view of all employees to be paid, with fields for entering regular time, OT, bonuses and other data. Base data for salaried employees is automatically filled in but editable, with time and deduction entries and edits reflected in calculations in real-time. Employees can be sorted by name, ID, department or division. For very simple payroll runs (all salaried employees with no edits), it is possible to process an entire run with only five mouse clicks. Of course, things are rarely that easy, but even when modifications need to be made, EasyPayNet is quick and simple to use. The company also offers even further add-on outsourced options, including totally hands-off processing through which users submit pay data to ADP via phone, fax or electronic format and ADP does everything else, including sending printed reports.

## **FEATURES – 4 Stars**

EasyPayNet offers the convenience of an online application, allowing users to access pay entry, management and reporting functions from virtually any location. And with most of the processing and printing functions outsourced, it allows

accountants to minimize administrative efforts involved in providing client

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pay more training or assistance and time period is available.

EasyPayNet only maintains payroll histories for 13 months, and no employee self-service option is available through this small business version. Password-based security is included and required for logging into the system, which also includes an audit feature. On a side note, for some reason, the system logs the user out immediately after processing a payroll. The online Client Support center offers excellent resources that include payroll calendars, forms downloads, payroll and tax law news, calculations, state reporting requirements, garnishment reference cards, calculators and lots of other great resources.

#### **REPORTING CAPABILITIES – 4 Stars**

On the final step of the payroll processing workflow, EasyPayNet offers payroll summary reports that can be previewed on-screen prior to processing. These include earnings totals, employee earnings, adjustment checks, scheduled deductions, employee profile changes and client changes. After processing (and logging back into the system after it closes out), post-processing reports are not accessible for up to an hour while ADP processes the payroll run, although basic personnel and company data reports are available. Reports from previous payroll runs and quarterly/annual reports can be viewed and saved in PDF format, but historical reports are only stored for 13 months. Depending upon the level of outsourcing being used, paychecks can be printed in-house with MICR capabilities or completely processed by ADP and delivered via next day mail. Even under the wholesale program, however, the ADP brand stays on all documents, reports and the online user interface.

#### **INTEGRATION/IMPORT & EXPORT – 4 Stars**

EasyPayNet offers time import functions from its employee time tracking system,

as well as a GL interface for posting to QuickBooks. Raw data can be exported

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performed by ADP.

**2007 Overall Rating: 4 Stars**

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