legally allowed to," says Dawn Brolin, CPA, a well-known QuickBooks and accounting educator

Gail Perry • Feb. 13, 2015

"I truly believe communication is critical in a payroll setup. So many sole proprietors and single member LLCs end up paying themselves on payroll and they are not legally allowed to," says Dawn Brolin, CPA, a well-known QuickBooks and accounting educator and speaker.

understand they should consider implementing this procedure
- Determine the best payroll option for the client (full service, client self-prepare (using software), or a combination
- Set the expectations with the implementation and activation plan (plan ahead, do not assume payroll can be run within 48 hours of the initial setup)
- Run payroll!!!

How to Decide Between In-House or Outsourcing Payroll Services

Contributed by Stacy Kildal, Advanced Certified QuickBooks ProAdvisor, www.kildalservices.com

These are the questions to ask – they actually apply to both accounting services that are considering offering payroll services to clients, and to clients that are considering doing payroll themselves.

- Determine how comfortable you are in dealing with special payroll issues should they arise: garnishments, deductions, misapplied liability payments, and so on. Because most issues are highly time sensitive, will you have the ability to deal with them quickly?
- Will you have easy access to the documents required to handle special payroll situations?
- Do you have the experience to know best practices involved in managing payroll issues properly?
- If you need to take time off – for whatever reason, planned or unplanned – do you want to carry the burden of making sure payroll is processed on time, all liabilities are paid, and returns filed?

- Do you want to be bothered with payroll or would you rather just submit hours

payroll clients' workflow:

- Identify the payroll clients
- Using a workflow software solution, create a payroll task for each client
- Determine if the payroll task is weekly, monthly, quarterly, semi-annual, etc.
- Assign internal due date requirements based on the tracking needs for each client
- Define a consistent process that each client task will follow (prep, review, etc.)
- Determine the level of detail the firm is looking to control (for example: firm or client specific procedures or possibly no additional details)
- Assign the work to the staff (a workflow system such as can automate the assignment process)
- Ensure staff follow the defined process
- Report on your clients, as necessary

Payroll • Payroll Software