

Online Service Center

Imagine it's 10:00 p.m. and your spouse asks...

"Is our pediatrician on your company's plan as a preferred provider?"

"I don't know. Give me five minutes, I can find out using our company's online Service Center."

"While you're there, would you see if Labor Day is a paid holiday?"

"Sure!"

By providing your employees instant access to everything from policies and procedures to paid leave balances and W-2's, you're providing them benefits beyond just their paycheck. Whether they're on the road, at work, or at home they can easily find answers to a multitude of payroll and HR-related questions any time of the day.

Employee Resources



Payroll Forms and Information

Retrieve payroll and personnel forms and other helpful information.



Flexible Benefits Plan

Find information regarding the flexible benefits plan your company offers.



Benefits

Learn about your company's health benefits and search for a preferred provider.



Retirement

Try our retirement calculator, read about your plan, or make changes to your account.



Policies

Access your employee handbook, company policies, and employment agreements.



Employee Perks

Take advantage of the employee perks you get as a co-employee of Pay Plus Benefits.

Plus employees can view their own personal data such as:

- ✓ Work profile including job status, paid leave status, and benefits selection
- ✓ W-4 status and year-to-date payroll data and deductions
- ✓ Check stubs and past W-2's

Management Resources

As an executive or supervisor, you not only get access to all of the resources your employees have, you also get the tools and information you need to better manage your business. Dependent on the roll you play in the company you'll get secure, permission-based access to the following features:



Automatic Report Delivery

Get relevant business information delivered straight to your inbox through our automatic report delivery feature or login directly to view your Manager's Dashboard. Easily track job costs and labor distribution plus items like paid leave, overtime, and important upcoming dates. Whether you want to see a quick snapshot of your company or want to drill down to the details, your online Service Center gives you the relevant information you need to proactively manage your business.



Online Hiring System

We offer complete online new hire forms tracking and completion. Your new hires will appreciate the convenience of not having to re-key repetitive information on every form. And it will put them one step closer to getting their first paycheck since the data they enter is imported directly into our payroll system. Less errors and less time spent filling out forms, means your employees can get to work sooner than later.



Online Time Entry

You'll find online time entry is much more convenient than faxing or calling in work hours. And since it feeds directly into our payroll system, the delay, hassle, and potential errors of double entry are virtually eliminated.

Go Green!

Our online Service Center can be a first step towards your company's green initiative. Our paperless system not only saves trees, it also ensures your data is kept secure, and password protected.



For more information, please contact us at info@payplusbenefits.com or call 1.888.531.5781.

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