

To: _____

ON-LINE:

- You can access the On-Line services 24/7 from any internet service.
- All payroll entries are created by you: (new hires, master file updates, banking, hours worked, bonuses, etc.).
- You have access to print a "Pre-Processing Report" for review prior to submission of payroll.

FLASH BACK:

- In just minutes after the payroll is complete, you receive an Email of all processed reports NO longer delivered by courier.
- Vouchers and Checks are included in the email.
- For an employee that DOES NOT receive direct deposit, you simply cut a check for the NET amount from your checkbook and provide the employee with the detailed Check Stub from emailed reports.
- If you do not have a checkbook for the payroll account, Payroll Network can provide you with blank "check stock". To do so, please contact Linda Ward on 301-770-6069.
- If you should require PNI to produce the Vouchers and Checks, please note that it will be at cost for delivery. Please notify me in writing of this request.

Please schedule an allotted time to work with me on your Training prior to your next processing. In the meantime, I have attached a set of instructions to assist you as you process payroll On-Line.

I am looking forward to your call for an available training date.