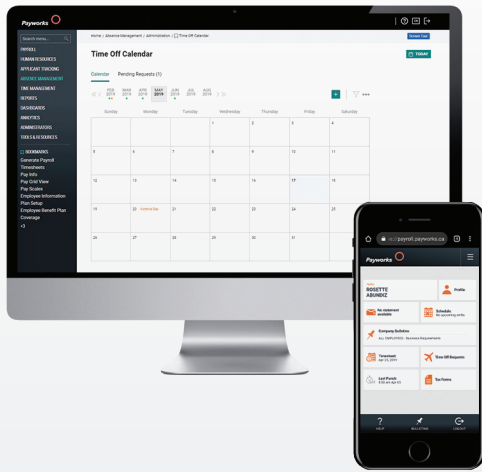




EMPLOYEE SELF SERVICE

Empower employees and managers with easy access to everything from pay statements to time off requests and schedules.

A convenient and secure way to deliver pay statements and T4s without the need to download a separate app. With 24/7 access on-the-go from any web-enabled device, ESS helps your organization reduce paper waste, delivery costs and administrative hassle.



“What we hear consistently from our employees is how easy the online payroll solutions and pay stubs are to access; it's especially great because our employees all work remotely. I'd absolutely recommend Payworks for their service, ease of use, and the cost savings we receive.”

Cara McKay, Georgian Bay Fire and Safety,
Owen Sound, ON

CONVENIENCE FOR THE WHOLE TEAM

The comprehensive features of ESS were designed to give employees and managers convenient access to the information and functionality they need when they need it.

The ESS features available depend on the Payworks modules your organization subscribes to. As you add HR, Time and Absence Management, you'll begin to benefit from even more ESS functionality.

PAYROLL

- + Upload and share employee pay statements and tax forms
- + Distribute important information with pay statement document attachment

TIME AND ABSENCE MANAGEMENT

- + Create and manage employee schedules, timesheets and reports
- + Intuitive timesheets, an hours summary table and web time with GPS locations as well as a user punch history
- + Manager dashboard for reviewing requests, including multi-day time off requests with balances table and convenient month-at-a glance calendar view

HUMAN RESOURCES

- + Share company documents and bulletins with read and agree options
- + Track health and safety incidents, union membership information and grievance management
- + Unlimited welcome email templates



YEAR END PROCESSING

Experience a different kind of T4 season by taking advantage of our expert service and industry-leading year-end processing tools.



You'll receive a complete year-end package, from a handy interactive checklist so you don't miss a step, to unlimited support from your CPA-trained client service representative.

LET PAYWORKS DO THE HEAVY LIFTING

We recognize that for Payroll and HR professionals, T4 season can be a stressful time of year. Our tools walk you through year end in a user-friendly, easy to follow process that is sure to make you question how you ever managed year end without us!

- + Simplified year-to-date adjustments with tax form previews
- + Add missing elements or move amounts from one province or business number to another
- + Easily authorize on your own and track history in the Activity Table
- + Instant reports with no processing runs required
- + Tax form information electronically submitted to CRA/MRQ on your behalf when authorized by processing deadline
- + Seven years of archiving included
- + Short, helpful videos with screen-by-screen instructions to guide you through each step
- + Convenient warnings widget available year-round

Choose the convenience and added security of a paperless year end

With Payworks, a paperless year end includes an archive at no charge as well as employee T4s and tax forms online through mobile Employee Self Service.

“The year-end solutions are my favourite! Payworks has made this process easy to administer with its step-by-step instructions. I've worked with numerous software systems over my 25 years in payroll, and I have no hesitation in suggesting Payworks to other organizations.”

Tracey Smith, Enviro Wilderness School Association, Calgary, AB

Visit payworks.ca/yearend-tools to learn more about how we help clients like you run a smooth year end.

