

SMALL BUSINESS PAYROLL BUYER'S CHECKLIST



If you run a small business, you spend the majority of your time making sure your company is profitable and growing. Managing payroll on your own or even sending pay data to your accountant takes valuable time away from your daily operations. Working with a payroll provider can free you up to run your business while helping ensure that your payroll needs are properly handled.

Some payroll providers offer features like AI-powered error detection, integration with time and attendance, digital employee self-service, mobile access and electronic pay options that can take your payroll from a basic administrative function to a value-added business owner experience.

But what do you get with a payroll provider? Here are some of the core features and services you should expect and consider when evaluating payroll providers.

Payroll processing

- AI-powered error flagging (avoid common payroll mistakes before they can impact your business)

- Payroll calculations

- Electronic and manual delivery of employee pay

- Payment options: Direct deposit, pay cards, paper checks

- 24/7 access to payroll support specialists

Taxes

- AI-supported identification of missing tax IDs and responses to tax jurisdiction questions

- Tax withholding and payment

- Wage garnishment processing

Time and attendance

- Integration of time and attendance tools with the payroll system to automatically share employee data

- Paid time off (PTO) tracking, including vacation time, medical and parental leave, sick days and personal days

Compliance support

- Fast answers on company policies, benefits details and compliance guidelines for employees, supported by AI agents

- Easy access to and filing of Forms W-2, 941, W-9

- Notifications about regulatory changes in wage and tax law

Hiring

- New-hire reporting

- Support for I-9 and W-4 paperwork

Digital employee self-service

- A place for employees to find answers about pay, time off, direct deposit and policies

- Timely reminders to employee mobile devices for timesheets, benefits and pay cards

- Employee access to pay stubs

- Employee management of personal data and tax withholdings

- Benefits elections and management

Mobile access

Ability to run payroll, create and manage timesheets and check tax payments from any device, anytime

Geofencing capabilities, encouraging employees to clock in and out within a designated geographic range

Reporting

Simple AI-powered reports based on internal, national and global workforce data

Real-time workforce insights through predictive, context-rich analytics

Reporting available across all aspects of the payroll process: payroll, tax, time and attendance

Integration

Seamless system integration with a cloud-native, API-first architecture

Integration with a best-in-class point-of-sale system like [Clover](#)®

Integration of payroll with related functions like time and attendance, 401(k) and benefits to help prevent redundant data entry and reduce errors



HOW ADP CAN HELP

Our forward-thinking solutions are designed to help small businesses prepare for the next anything. Learn how our full range of HR and payroll solutions make managing and paying employees easier than ever.

[Learn more](#)

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