



PAYTRAK PAYROLL SERVICES

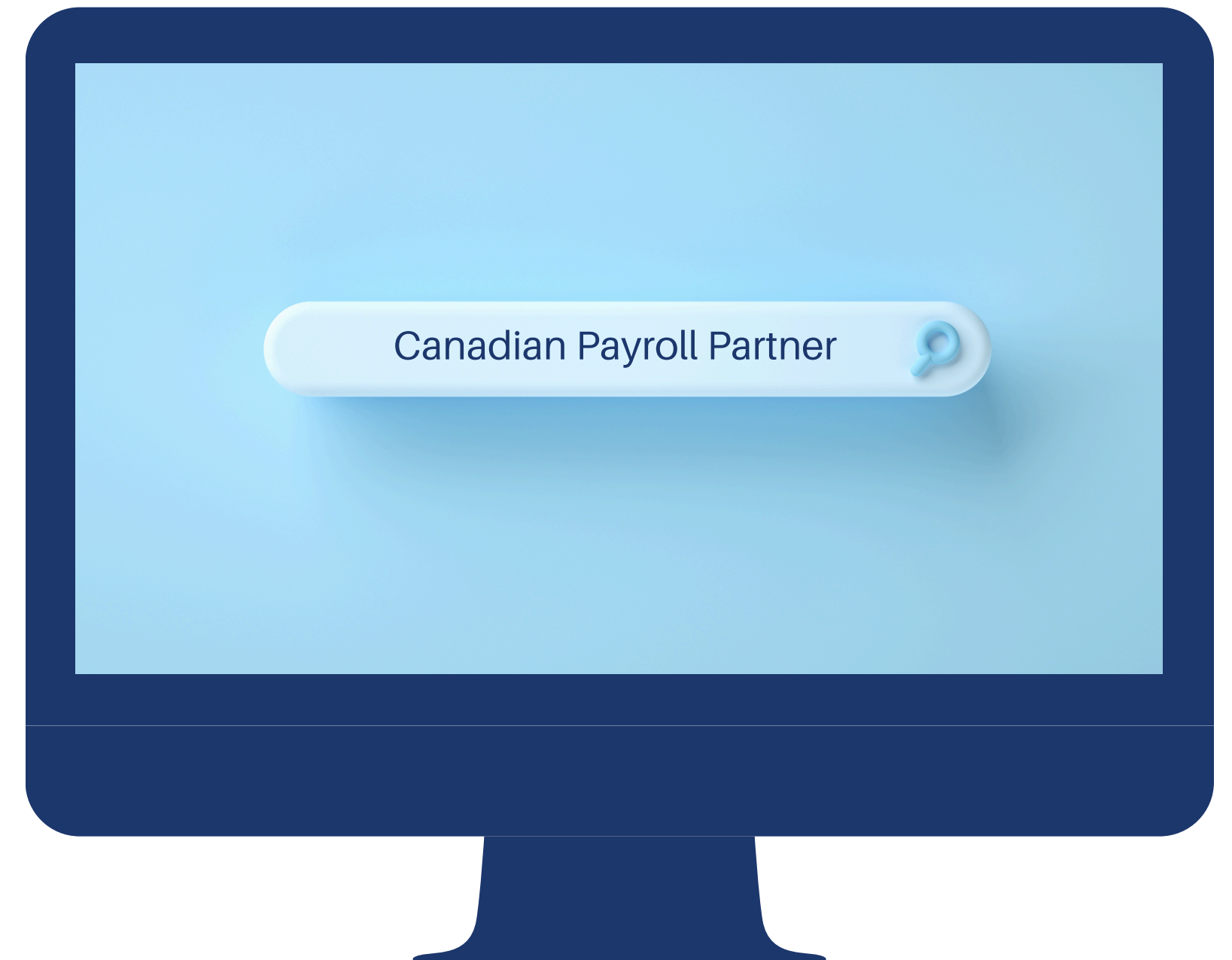
Payroll Made Simple



Introduction

For businesses with employees or operations in Canada, navigating the complexities of Canadian payroll can be challenging.

With over 22 years of experience, PayTrak offers a comprehensive payroll outsourcing solution tailored to meet your unique needs. Our expertise ensure accurate, compliant, and efficient payroll management.



Overview

Agenda

1. The challenges of managing Canadian payroll
2. The comprehensive services we offer
3. Benefits of partnering with PayTrak
4. PayTrak Protect & Pension
5. Real-world success stories from our clients
6. How to get started



Challenges of Managing Canadian Payroll

1. Complex Payroll Legislation

Canada has different federal and provincial/territorial legislation that impacts not only financial payroll responsibilities but also compliance with employment standards legislation for 14 different jurisdictions.

2. Remittance Administration

Employers are responsible for managing and remitting to various bodies including the Canada Revenue Agency, Revenu Quebec, the Workers' Compensation Board, and relevant Employer Health Tax bodies to name a few.

3. Employment Standards

Labour & employment standards vary by jurisdiction and impact key aspects of payroll including minimum wage, vacation entitlements (time AND pay), statutory holiday legislation, leaves, insurable earnings and more.

01 Simplify Multi-Provincial Payroll

PayTrak is a national provider, processing payroll accurately and in compliance with all Canadian payroll legislation, no matter where your employees are located in Canada, including Quebec.

02 Automate Deductions & Remittances

We will calculate, deduct and remit all federal and provincial payroll calculations on your behalf, including income tax, Canada Pension Plan (CPP) contributions, and Employment Insurance (EI) premiums.

03 Online Access

Use PayTrak's online employer and employee portals for easy, convenient access to payroll and tax information anytime, anywhere.

04 Expert Support

Our experienced team of NPI certified payroll professionals provides expert support when you need it and will ensure you stay compliant and informed about any changes in Canadian payroll regulations.

Our Payroll Services

PayTrak excels in navigating the complexities of Canadian payroll legislation. Our dedicated team ensures accuracy, allowing businesses to focus confidently on their operations while we handle payroll.

Product and Service

Benefits

When you choose PayTrak, you're not just opting for a payroll service; you're investing in a comprehensive solution designed to optimize your payroll operations.



01

Save Time

Eliminate countless hours of researching, implementing and running specialized payroll functions to accommodate Canadian payroll legislation.

02

Stay Compliant

PayTrak reduces the risk of costly penalties, fines, and other issues that can arise from non-compliance with automated compliance checks and expert oversight.

03

Customize your Payroll Account

Our platform is robust, meaning we can integrate and automate payroll processing and reporting to meet your specific requirements.

04

Dedicated Certified Payroll Representative

We are not a call center. When you reach out to us, you will always get a real person on the other line. We strive to always offer world-class customer service, in real time.

05

Hassle-Free Payroll

You might be surprised how straightforward payroll can be when it's in the right hands. Let us help alleviate the stress of navigating Canadian payroll.



How Our Services Work

We're different from the rest.

Why? Because we're not a one-size-fits-all service provider. At PayTrak we take a consultative approach to understand your needs and build a custom payroll solution that works for you.

Implementation

Getting started with PayTrak means working with our onboarding team to put together all the necessary information for custom payroll account set up.

Payroll Processing

Once account set up is complete, you will work directly with your dedicated payroll service representative to submit payroll, receive reports, and make any changes as needed.

Year-End

PayTrak will take care of year-end processing including your T4 summary and T4 filings (Releve 1 in Quebec). In addition we will perform a CRA/RQ compliance analysis, and reconciliation of your tax accounts.

Updates & Reporting

As you hire or terminate employees, make changes to payroll, benefits or HR policies that impact payroll, you will have a main point of contact to work with anytime you need to update your payroll account.

PayTrak Health & Pension Benefits



PAYTRAK PROTECT
health + dental benefits



PAYTRAK PENSION





PAYTRAK PROTECT
health + dental benefits

Health & Dental Benefits

PayTrak Protect

Take advantage of highly competitive rates through PayTrak's health and dental benefit offering.

All deductions and payments are handled directly by PayTrak. Boost your talent acquisition and retain top performers with competitive compensation packages.

Guaranteed acceptance & no medical questionnaire for health benefits with coverage for staff up to age 70.



Employee Pension Benefit

PayTrak Pension

PayTrak simplifies pension management by administering your retirement plans through our trusted third-party partner.

Our solution ensures precise calculation and timely remittance of pension contributions while adhering to all regulatory requirements.

With PayTrak's streamlined processes and dedicated support, you can offer your employees well-managed retirement benefits with confidence.



Client

Testimonials

Our commitment to delivering exceptional payroll services is reflected in the positive feedback we regularly receive from our clients.

We pride ourselves on providing accurate, compliant, and efficient payroll solutions tailored to meet the unique needs of businesses operating in Canada.

L. Kemp PayTrak Client

“PayTrak has been doing our Payroll for over 20 years. They are efficient, organized and extremely knowledgeable. They handle our biweekly payroll for 7 clinics including all necessary deductions and submissions. By using PayTrak services our company is able to access all information related to payroll easily utilizing the variety of reports PayTrak provides. If I have any questions our representative is friendly, knowledgeable, and accessible and can provide any information on the spot.”

A. Simeqi PayTrak Client

1. “Before outsourcing our payroll, managing it in-house was challenging and time-consuming. That changed when we moved to PayTrak. Their attention to detail and commitment to accuracy are second to none. We haven’t encountered a single payroll mistake or compliance issue since we started working with them. The team is more than just a service provider; they are a true business partner. Their customer service is unparalleled, and it’s clear that they genuinely care about our business.”

Getting Started with PayTrak



01

Gather All Necessary Payroll Information

Working with our onboarding team, you will need to collect all relevant payroll data for submission before we can begin account set up.

02

Complete Onboarding Documents

Once you have your payroll information ready, you will need to complete the necessary onboarding documents and send them to PayTrak.

03

Account Set Up

Once you have completed the onboarding documents and submitted them to PayTrak, account set up can begin. Implementation takes between 15-20 business days, depending on the customizations required.

04

Verification Reports

Once our implementation team has completed account set up, they will provide you verification reports to ensure that all payroll & employee data is correct.

05

Time to Run Payroll

After account verification is complete, we can begin to process your first payroll run.

Onboarding Documents

There are 3 key documents required to get started with Paytrak Payroll Services, described below.

Service Agreement & Corporate Data

First, the client will need to fill out our [onboarding package found here](#).

Employee Data

Next, we will need to collect employee data in our excel template, which can be [downloaded through PayTrak's Knowledge Base found here](#).

Year-to-date Back Work

If this is a clients first time processing payroll, no back work is required. However, if the client has paid employees prior to coming onboard with PayTrak, we will need all YTD amounts in our excel template.

Special Note

If a client is switching payroll providers, they will need to ask the previous provider to issue ROE's for all employees prior to having them onboard with PayTrak.



Pricing

For all new account implementations there is a base fee of \$400 for up to 10 employees. After 10 employees, there is a \$25 per employee charge.

Account customizations will have additional implementation fees for setup such as:

- Custom vacation programming
- Third party health benefit & pension programming
- A custom General Ledger

[You can access our Schedule 2 \(services & fees\) by click here.](#)





Ready to Get Started?

Connect with us for a custom implementation quote & more information on our services.

Pages

[Introduction](#)

[Agenda](#)

[Challenges of Canadian Payroll](#)

[PayTrak's Payroll Services](#)

[Payroll Service Benefits](#)

[How it Works](#)

[Health & Pension Benefits](#)

[Testimonials](#)

Contact

 info@paytrak.ca

 1-877-316-2999

 204-3150 Harvester Road, Burlington
Ontario