

	Premier	Prestige
Base Charge - Monthly	\$42.50	\$200.00
Base Charge - Weekly, Bi-weekly, Semi-Monthly	\$35.00	\$200.00
Per Employee Per Pay Fees apply to "paid" employees per pay, not active/inactive employees within payroll database.	\$3.50	\$10.00
Pay Already Issued	\$4.00	\$10.00
Dedicated Payroll Service Representative		✓
Dedicated Payroll Service Team	✓	✓
Client Self Service	✓	✓
Employee Self Service	✓	✓
Client Self Service & Support users	2 included	3 included
Data Entry		
New Hire processing	\$3.50	✓
Termination processing (Including ROE)	\$3.50	✓
Accrual/Benefit Changes mass rate adjustments	\$0.75 ee	✓
Time Import File Via customer Point of Sale system, Time clock, Time sheet etc. *One time customization fees may apply to build an import script for POS file.	✓	✓
Preview / Payroll Approval	Client	✓
Late Submission Fee (may void pay day guarantee)	Base fee	Base fee
Gross ups	\$200.00	✓ 2 per pay period
PSR Support Rate (minimum 15 minutes) Examples: Manual calculations, Meetings, Consulting services, Self-service training, Converting timecards to worksheet, Payroll reversal, Year to date adjustments, adhoc requests	\$200.00	\$200.00
IT Support Rate	\$250.00	\$250.00
Pay Period Reporting		
Payroll Journal (summary, detailed and YTD)/Invoice	✓	✓
Pay statements - Available via email, pdf, Self Service	✓	✓
Custom General Ledger *Note custom quote for programming	N/A	✓
Ad Hoc Reports	\$15.00	✓
BANKING SERVICES		
Statutory Remittances Canada (Federal, Provincial)	✓	✓
Statutory Remittances Canada (Provincial Health Plans, Worker's Compensation)	\$20.00	✓ 2 per account
3rd party payments (garnishees, family support, RRSP, Union dues, Insurance, Pension). Includes detailed list of employees' contribution and deduction.	\$35.00	✓
Payroll Funding by Wire	\$25.00	\$25.00
Payroll Funding by Wire - International	\$35.00	\$35.00
NSF/Late Funding Fee	\$150.00	\$150.00
Recall / Stop Payment Processing/Deposit Reject	\$25.00	\$25.00
Payroll Processing Quality Control		
Batch and Balance to Register	✓	✓
HR Changes to Register	✓	✓
Benefit Changes to Register	✓	✓
Balance Payroll Journals/Invoice	✓	✓
CRA / RQ Compliance Analysis	✓	✓

Gross Level Comparison (last pay to current pay)	Client	✓
Thoroughness Check (detailed changes review)	Client	✓
Detailed Payroll to Payroll Comparison	Client	✓
Employment Legislation Evaluation	Client	✓
Standard Payroll Workflow and E-mail Notices Internal workflow between client and Payroll Service Representative within Azur.	✓	✓
Guarantees		
Employee Payday Guarantee *Funding must be received no later than defined PAP for guarantee to be in effect	✓	✓
Quality assurance of Year-end tax slips and returns	✓	✓
Zero Defect Guarantee (payroll is re-run at PayTrak cost if error is found after batch closed)		✓
PayTrak Liability		
If penalties/interest are assessed by any government authority due to PayTrak error, client remedy will not exceed	18 months service fees	No Limit
Year-end Service		
Year-end tax filing including summaries	\$35.00	✓
Printing/Reprinting of employee forms (T4, T4A, Releve)	\$3.50	✓
Tax Form Amendments with letter (client requested)	Base + \$5.00 per EE	Base + \$5.00 per EE
Quarterly & Annual reconciliation of tax accounts. (CRA, MRQ) Clients do not receive any formal report/confirmation of this completed process. Clients will only be notified in the event of an identified error.	Client	✓
Year-end reconciliation of tax accounts and Reporting (WSIB, EHT) PayTrak will be authorized contact on Client accounts and receive remittance statements (Client will no longer receive these statements); Account Reconciliation (reconcile payments with remittance vouchers); T4/MRQ Summary.	\$500.00	✓
One Time Implementation Fees		
Company Set up - Base	Custom Quote	Custom Quote
Employee Master file load Must be in PayTrak format. If not, IT HR rate on top of \$2.50 per employee fee to manipulate data to format.	\$5.00	\$5.00
Year-to-Date load Must be in PayTrak format. If not, IT HR rate on top of \$2.50 per employee fee to manipulate data to format. If no year-to-dates are to be loaded to system, this fee does not apply.	\$5.00	\$5.00
Benefit Plans Set up Health & Life Plans Include: Life, Optional Life, Spousal Life, Optional Spousal Life, Dependent Life, Optional Dependent Life, LTD, Gym, Health, Dental	Custom Quote	Custom Quote
Savings Plans Include: RSP, RSP Optional, DPSP, NRSP, Pension	Custom Quote	Custom Quote
Custom Earning / deduction codes	\$100.00	\$50.00