JJP Payroll

FREQUENTLY ASKED QUESTIONS

Starting with JJP Payroll

1: Can I access JJP Payroll from my home computer?

You can access JJP Payroll from anywhere, provided you have a computer with internet access and your username/password.

2: What web browsers does JJP Payroll support?

JJP Payroll can be used with all common internet browsers such as Internet Explorer 5, 6, 7 and 8, Mozilla Firefox, Opera, Netscape, and Google Chrome.

3: Will my employees need training to use JJP Payroll?

JJP Payroll is intuitive and extremely easy to use. Nevertheless, we are ready to provide any training (free of charge) that you and your staff require to use the system effectively.

4: What kind of alerts can I set up?

JJP Payroll can send you email alerts and reminders triggered by activities such as payroll timelines, compliance timelines, ACH transactions etc.

5: What kind of reporting does JJP Payroll provide?

JJP Payroll offers you online access to all your payroll reports, so that you don't have to wait for paper reports in the mail. You can view reports whenever you want and export them into various formats such as Word or Excel. When your account is set up, you can tell us what reports you want and we'll configure them for you.

6: How do you ensure that my information - and my money! - is secure?

We have incorporated robust security measures such as form-based authentication, role-based access and Extended Validation SSL certificate to ensure that your information is completely safe. We also have extensive measures to protect data against malicious attacks such as SQL injections.

Calculating and Transferring Pay

7: How can I manage time sheets from my employees?

Each employee can create their own "dashboard" on JJP Payroll using their e-mail address and secure password. This gives them the option to retrieve pay stubs, W-2s, W-4s, and any other pertinent information which you have allowed them access to. In addition, each employee "dashboard" contains a virtual time sheet which allows them to enter their time on a daily, weekly, biweekly, semi-monthly, or monthly basis. This time sheet will not be approved until you review it, but it does facilitate time gathering of your employees when payday rolls along.

8: How long will it take to process my payroll every week?

After you click on the "Process Payroll" button, your payroll will be processed in under a minute! It will take a maximum of two business days (48 hours, not including weekends) for salaries to be credited to your employees' accounts (if electing direct deposit).

You can always log on to JJP Payroll and print payroll checks (on blank check stock purchased at any Office Depot, Staples, etc.) to hand out to each employee on payday. If you are not comfortable logging on to our portal, we can send you each employee's paystubs via e-mail which can be handed out to each employee, along with their check, hand written by you.

9: Does JJP Payroll support direct deposit? Can I print checks too?

Yes, you can have your employees' pay directly deposited into their accounts. You can also set up checks to print instead, or do a combination of both. Employees will get an email when their pay is deposited and can collect their pay stubs directly from JJP Payroll.

10: Can I set up an alert reminding me when it's time to process payroll?

You can set up an email reminder letting you or an employee know when it's time to run payroll, based on the schedule we set up during enrollment.

Filing Taxes and Ensuring Compliance

11: Will JJP Payroll perform tax calculations? Do I have to file my taxes myself?

Yes. It will even file your taxes for you. We are registered with the IRS as well as with state and local tax agencies. We will file and pay your corporate and employee taxes on your behalf..

12: How will JJP Payroll help me with compliance?

We will not only pay and file your taxes for you, we also take care of all your compliance worries! We keep up with rules and regulations for you, and ensure that you are compliant with all relevant tax regulations. We will also report your new hires to the appropriate state agencies to ensure that you are compliant with regulations and avoid paying any fines.

13: What can my employees do on JJP Payroll?

Once the pay has been transferred to your employees, JJP Payroll will send them an email informing them that they have been paid. They can log in to JJP Payroll to access their pay history and view their pay stubs online.

14: Can I get my W2's from JJP Payroll?

Of course! JJP Payroll will post your W2's online at the end of the year so that you can review and approve them before they are final. Once published, employees can download and print their W2's directly from JJP Payroll.

Supporting Employees

15: Will JJP Payroll work with my existing accounting system?

JJP Payroll is designed to easily integrate with QuickBooks.

16: Can I import data into JJP Payroll?

You can import Excel worksheets with Time and Attendance data, company and employee information etc. into JJP Payroll.

17: Can I export reports in Excel?

You can view reports on JJP Payroll as well as export them into various formats such as Word or Excel.

Managing Insurance and Other HR Services

18: Can I buy and manage insurance through JJP Payroll?

JJP Payroll offers you the unique ability to manage your insurance needs from within your payroll application. You can select from a wide range of insurance coverages from multiple insurance carriers. You can also purchase Workmens' Compensation Insurance via our portal from Hartford, which has the attractive pay- as- you-go option. This facility is available through JJP Payroll's HRMS module.

19: What HR activities can I manage through JJP Payroll?

Apart from managing insurance plans, you can use JJP Payroll for timecard management, expense management, asset management and managing training plans.

Price Card

20: How much does it cost?

We have enclosed a price list below based on the number of active employees a company has. The pricing listed below includes: Payroll processing, E-file/E-Pay, Direct Deposits, Year-end Processing (W-2, W-3, 1099, 1096), Reports, Check printing feature, Filing of Sales and Use Tax Returns with your respective Department of State, and an Employee Self-Service Module.

Price List for JJP Payroll

Active Employees per Company	Fixed Monthly Fees (Max 1 Payroll run per week)	Additional Payroll Run in a month
1-5	$75	$10
6-15	$125	$20
16-25	$200	$26
26-35	$400	$40
36-50	$600	$50
51-75	$825	$80
76-100	$1,100	$110