



# Total Staffing Administrative Solution

## Payroll & Billing

- Live checks, pay card, or direct deposit
- Your company name on the checks
- Benefit deductions and payment
- Checks run with pay date you require
- Checks sent overnight to be in your office when you need them - the overnight is at no charge to you
- Invoices with your company name
- As much detail as you need on the invoices - department listing, shifts, purchase order numbers, etc.
- Year end W-2's and 1099's
- Processing of internal payroll at no charge
- Dedicated payroll specialist assigned to you

## Accounting

- All accounting functions except corporate year-end tax returns
- Federal and State quarterly tax payments made for you
- File quarterly and annual payroll taxes
- Deposit Federal and State withholdings
- Complete monthly financial statements for you when you provide account payable information
- Depreciation Schedules
- Monthly tie out of accounts
- Dedicated accountant assigned to you

## Cash Management

- Daily cash application, Monday through Saturday
- No check clearance delays
- Cash receipts report updated by 4:00 CT, each business day
- Worker's Compensation maintenance and support
- Worker's Compensation audit preparation
- Dedicated cash management specialist assigned to you

## Help Desk

- Available 7:00 a.m. to 6:00 p.m. CT, Monday through Friday
- Missed checks
- Reissue of W-2's
- Invoice questions
- Additional overnight packages

## Reporting

- Weekly report outlining cash receipts and fees
- Weekly sales & payroll information tracking hours and mark-ups, payroll detail and billing history
- Detail gross profit report outlining a snapshot by person, temporary or sales person, of what profit is by employee
- Hours Edit Report and Invoice Register
- Customer activity screens that are online, real time outlining payment receipts, invoices and applications

## Portfolio Management

- Weekly review of your outstanding receivables
- Collection assistance at your request, done on your behalf with no mention of Tricom
- Complimentary credit summary reports on new customers
- Dedicated portfolio analyst assigned to you