PAYROLL RX LLC
Strong medicine for payroll headaches

For information contact:
David W Scheuermann
504-520-8368
david@payrollrx.com

Effortless On-boarding

Automate your hiring process from paperwork to payroll

Tired of hunting for lost forms, spending money on mailing services and printing costs, securing employee information?

Our Effortless On-boarding solution uses a secure website that employees use to complete their new hire paperwork. They are directed through an on-line logic based Q&A interview designed to capture all the data you need when hiring an employee. This logic driven process ensures the employee completes all necessary forms and only prompts the employee to enter their information once. In addition to completing standard withholding and I9 information, they will also be able to view and acknowledge your company policies. Our unique eSigning process ensures all forms display the employee's signature where required.

Hiring Managers and Administrators can access an employee's documents at any time through a secure website. Easy to use dashboards display each employee's progress throughout the process. Quickly identify where follow up is needed and which new hires are ready to be submitted to your payroll system. Easily manage user access from managers to employees.

EASY configuration options allow you to choose the elements you want to include such as Direct Deposit/Paycard, Address History, Employment History, Emergency Contacts, etc.

UPLOAD your unique policies and be assured that employees sign off on ALL of them.

ADD positions and departments to match your internal codes.

CONFIGURE for a single location or hundreds of locations and anywhere in between.

MONITOR activity using the easy to read real time dashboards.

ACCESS forms stored in our secure virtual "vault" anytime.

PRINT a form - all forms are generated in a single PDF document and can be easily viewed and printed if required.

BILINGUAL Capable (English / Spanish).

SEAMLESS delivery of data and forms to our payroll system.

Available Options
- Integrated e-Verification
- Integrated WOTC screening and processing
- EFFICIENT*ats* - Applicant Tracking System
- Benefit Manager with eligibility tracking
- Employment Application
- Post hire forms - Address Changes, Pay rate Changes, Time Off, etc.

Available Partner Modules
- National Crime Search - employment screening
- Brightwell Payments Payroll Card (paycard)

EFFORTLESS   SEAMLESS   SECURE

For information contact:
David W Scheuermann
504-520-8368
david@payrollrx.com

Effortless On-boarding

No matter what type of industry you are in we can help streamline your hiring process. From single location to multiple locations, single hiring manager to multiple hiring managers, staffing companies, retailers, to a small office we provide a straight forward solution that will improve the employee's experience as well as your hiring staff's.

Are these your challenges?

Ensuring all the right forms are included and signed?

Reading illegible employee responses on their forms?

Ensuring company policies are received and acknowledged by the employee?

Tracking employee's progress through the process - have they completed their paperwork - and signed their documents?

Receiving new hire forms from employee or off-site hiring managers so you can complete payroll?

Completing data entry for new hires?

How do we help our customers surmount these challenges?
We provide a solution that

Builds an on-line interview that captures all the data elements YOU want to capture.
—Choose to include or exclude: multiple configurable sections
—Use the attachments feature to upload relevant documents such as copies of voided checks, resumes, proof of insurance, etc.
—Use custom forms feature to incorporate your specific forms into the eSigning process.

Captures the employee's typed or selected responses and places those responses on forms in the appropriate places.

Presents policies to every employee. Each uploaded policy automatically creates an acknowledgment page in the on-boarding interview and then we embed that policy into the signed forms as a permanent record of the employee's acknowledgment.

Provides configurable work flow options based on your business needs and an easy to use dashboard where you can quickly determine next actions needed.

Allows authorized users to access the forms from anywhere that has internet access indefinitely.

Automatically creates a data export that captures the new hire information in a format that can be imported into your payroll system.

And we make it easy on your employee too!
We don't ask the employee to enter their data more than once. Their on-line question and answer process is logic based so they don't answer irrelevant questions. They only need to submit their authorization once and we will place their e-signature on all of their forms.

All this and more...
Add features to integrate the whole hiring process into a single platform. Access and monitor it all from our easy to use, real time dashboards. Safe, secure and infinitely friendly. Automate your hiring process and allow yourself the time to focus on the really important aspects of your business.