

INSTANT PAYROLL®

Gain Greater Control Over Your Payroll

Manage payroll whenever, wherever you are with Instant Payroll®, an innovative, cloud-based payroll solution from Advantage Payroll Services. Instant Payroll is easy to get started with, intuitive to navigate, and requires no software to download — all you need is a current web browser and internet access.

Real-Time Access

Because Instant Payroll is web-based, it's available 24/7 so you can work on payroll whenever you like. Plus, when you make payroll changes, processing occurs immediately and a complete statement is available to preview online within seconds. You can also preview a comprehensive payroll register to ensure accuracy prior to submitting your payroll.

Manage Payroll in an Instant

Instant Payroll makes it quick and easy to:

- Maintain employee records
- Set up new hires
- Make rate changes
- Input payroll hours and dollars
- Post voids and manual payroll checks
- Manage 401(k) and other employee benefit programs



In addition, it includes powerful features like a check calculator to figure gross-to-net checks online.



Changing the Way You Administer Payroll

Backed by the strength of Advantage Payroll Services, Instant Payroll streamlines your payroll processing.

- Real-time payroll preview
- Quick check history for any employee
- Tax calculator
- State-of-the-art security
- Division and department access levels
- Reliable backup
- Local customer service

Management Reports

Get all the information you need to manage payroll efficiently in dozens of printable management reports, including:

- 12-month check history for any employee
- Department and division summaries
- Workers' compensation reports
- Vacation/sick accrual reports
- Fiscal-year reporting

State-of-the-Art Security

Rest easy knowing that Advantage employs the latest internet security features to ensure the integrity and confidentiality of your payroll data.



For more information on Instant Payroll[®] or to request a free demo, contact your local Advantage office.