

5 Good Reasons to Outsource Your Payroll and HR Management

For opticians, there's rarely a moment of downtime. That makes handling payroll and employment taxes just one more task on a lengthy 'To Do' list.

Outsourcing your payroll provides immediate benefits, from increased productivity and reduced business risk to happier employees. Working with a professional payroll processor helps you increase both your confidence and your control.

5 reasons to outsource your payroll:

- 1. Free up your time.** Each pay period, small business owners spend almost 5 hours calculating and processing payroll. Consider everything that goes into this:
 - Collecting employee data for T4s
 - Calculating hours, deductions, paid time off and taxes
 - Processing direct-deposit payments and email pay stubs
 - Or printing, signing and distributing cheques
 - Prepping your payroll taxes
 - Keeping employee records current and accurate



The more staff and locations you oversee, the greater your burden. Outsourcing to a qualified payroll provider frees up your time and guarantees peace-of-mind for you and your staff; if you're on vacation, out sick or simply busy, your payroll stays on schedule.

- 2. Ensure compliance.** As an employer, you're responsible for monitoring hundreds of constantly changing regulations, including federal, provincial and local tax rules, and the newest wage laws. It takes concerted effort—with significant consequences for missteps.

Outsourcing lets you focus on your practice, while simultaneously working with experts who handle payroll and employment taxes every day. It's your payroll provider's job to issue your payroll accurately, completely and on-time—every time. Best of all, should a mistake occur, your payroll provider handles the liability and corrections.



- 3. Boost employee satisfaction.** Managing payroll for hourly and part-time workers is labor intensive. Some staff want physical cheques; others prefer direct deposit. You need to stay current with each employee's address change, withholding preferences and deductions. The larger your workforce, the more time consuming this process becomes.

Outsourcing makes it easy to offer multiple payment options.

- 4. Improve data security.** Managing payroll in-house adds unnecessary risk to your business, especially if you rely on paper records or outdated technology. A single data breach, identity theft or fraud incident will not only impact your bottom line, but your employees' trust and your brand reputation.

Data security is a standard part of your service with a reputable payroll provider. There's no need to maintain sensitive data onsite.

- 5. Grow with ease.** Outsourcing your payroll lets you scale up quickly when you're hiring new employees. And you can open new locations or staff up for year-end rush, knowing your provider has you covered. You'll have a standard process for onboarding and paying new employees—and a competitive advantage with this efficient workflow.

Look for an experienced payroll processor such as Deluxe Payroll with services that flex to meet your needs. Many providers can support you with not only payroll, but human resources tools like employee handbooks, retirement services and workers' compensation programs, giving you a single partner to support your business today and in the future.

NEW OAC MEMBER BENEFITS:

Established in 1967 with data and call centres located in Ontario, Deluxe Payroll is Canada's longest running uninterrupted payroll service. We excel in customer satisfaction and are proud to be trusted by more than 11,000 Canadian companies ranging from one employee to over 1,000.

We are committed to processing payroll accurately, efficiently and on time. Our experts are specially trained to ensure businesses comply with the ever-changing tax regulations, and we offer a variety of convenient service options:

- Pay stub options
- Flexible deposit options
- Over 50 free reports
- Filing of Government remittances
- Unlimited support
- Time and Attendance
- HRIS
- Applicant Tracking
- EAP
- Benefits Consulting



With Deluxe Payroll, you will enjoy access to your information from anywhere. Simply access the web-based solution from any internet connection and input the payroll information. It's that simple.

OAC Members Special Offer: \$50 one time set up fee reduced from \$199.00. 50% off base run fee.

Contact Kyle Campbell, Payroll Sales Specialist about this special OAC offer
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