

What is Online Payroll?

Online Payroll is an easy to use, do-it-yourself payroll solution designed for small businesses who want a fast, cost-effective way to manage payroll. It is a web-based application that is continually updated to ensure you always conform to the latest tax laws.

How does Online Payroll work?

Using wizards to guide you, set up your company, enter employee information and enter prior payroll data.

Simply sign into the application and Online Payroll automatically populates a spreadsheet, listing all employees with the gross pay. You can make adjustments or accept the values and the taxes and deductions are calculated for you immediately.

File and pay your federal taxes electronically. Print your state and local forms which are already populated and formatted for you.

Standard reports are included in the service.

Why is LexisNexis making a switch?

PCLaw Payroll for Windows has been part of the PCLaw family for over 15 years. In that time, operating systems, computer hardware and software have upgraded beyond a 16-bit capability. PCLaw Payroll can no longer be supported on newer operating systems and as Lexis Back Office needs to grow to fulfill your firm's needs, we required a new payroll solution to grow with us.

Customer survey results and years of suggestions were carefully reviewed and after researching available options, LexisNexis created a partnership with Automated Data Processing Inc., ADP.

In order to provide customers with a secure, easy and reliable payroll solution, ADP is charged with development, distribution, and maintenance of its payroll service.

ADP was chosen to provide our customers with exceptional service as they are a trusted multi-national provider of payroll, financial and integrated business services whose history spans over 50 years.

Does this mean I'm outsourcing my payroll over to someone else?

No. Although the payroll process is powered by and supported by ADP, the new payroll offering is simply an online software application made available to PCLaw users as an additional feature of the main product. You maintain the same level of control over your firm's payroll data and processing as in the past with PCLaw Payroll for Windows.

What features are included?

Features include:

- On-screen and email reminders
- Calculation of federal, state, and local taxes
- Automatically updated tax tables maintained by ADP
- Pre-filled, signature-ready payroll tax forms for Federal and State tax jurisdictions
- Real time payroll reports available as soon as payroll is processed
- Pay employees by check or create a direct deposit file that can be processed through your bank (additional bank service charges may apply)
- Print checks directly from Lexis® Back Office
- Generate and print W2s, W3, and 1099s
- General Ledger data export to Lexis Back Office

How much does it cost?

The cost is a flat rate of \$30 per month regardless of the number of employees.

The cost includes all applicable tax table updates, full general ledger integration, check register and account reconciliation, the current state and federal forms to file your taxes, as well as unlimited technical support.

What do the optional features cost?

There are no additional charges for optional features, such as client-facilitated direct deposit or electronic tax filing or payments. All features and options are included in one, low monthly fee.

How do I pay for the service?

The monthly fee is charged to a credit card.

When will I start getting charged?

Monthly charges are incurred at time of sign up when you enter your credit card information online.

What do I need to get started?

You need:

- High-speed internet access
- Internet Explorer 6.0 or higher
- Adobe 6.1 or higher
- Windows XP recommended

Can I transfer my payroll info from the old module to the new solution?

Data from the legacy payroll application cannot be transferred directly to the ADP-hosted payroll service, however there are tools and wizards in the new solution that guide you through the process of entering your firm, employee and prior payroll data. You can always contact ADP for help entering year-to-date balances.

What about my payroll history?

A simple wizard guides you through the process of entering your prior payroll information.

Do I print checks out of PCLaw?

Yes, Lexis Back Office powered by PCLaw prints your checks after you finalize your payroll.

Do I need version 9 of LBO to use the new payroll offering?

Payroll powered by ADP is only available from within Lexis Back Office powered by PCLaw v9.02b or higher. All firms with a current annual maintenance agreement are eligible for this upgrade at no additional cost.

If I upgrade to version 9 of LBO will I still be able to use the legacy payroll application?

Yes. The legacy payroll module will not be affected by the new payroll service. It can be used through the end of the year while you configure and get comfortable with the new system.

What if I need to print a check or checks for bonuses or vacation pay?

Flexibility is one of the major factors in choosing ADP. You can print on-demand checks for bonus or vacation pay, whenever you require.

How will the payroll information be added to my set of books?

You have the same level of integration as the legacy payroll module. Entries are automatically posted to the general ledger and general bank for the same easy account reconciliation process.

Will I need to get new checks to use with this payroll solution?

No. Print payroll checks directly from PCLaw, using the default check layout.

How secure is Online Payroll?

All electronic transmissions are encrypted with 128-bit secure socket layer technology.

How do I generate payroll reports?

Once you process your payroll, select from a list of standard reports that you can review on-screen, print, or download.

How do I pay my employees?

Online Payroll creates an ACH-formatted file that you submit to your bank for processing (additional bank service charges may apply). Alternatively, you can print the checks directly from Lexis Back Office.

How are employee federal and state taxes filed?

With the exception of Vermont and Pennsylvania, Online Payroll provides signature-ready tax forms for filing federal and state payroll taxes. For Vermont and Pennsylvania, you can use the online "client reference copy" of the tax form to complete the form your state sends you. Federal payroll taxes can be filed and paid electronically by selecting the eFile and ePay feature.

How do I handle 401K and other deductions?

Online Payroll calculates the deductions and provides report data so you can track and send payments as needed. There are no electronic feeds to transfer those deductions to other providers.

Does Online Payroll support W2s and 1099s?

Yes. You receive a reminder when it is time to issue your year-end forms.

Do I pay extra for support?

No. Unlimited service and support is available to help you with the set up and processing of your payroll. You can contact ADP directly, Monday through Friday between the hours 8:30am and 8:30pm EST.

From the upper right-hand corner of the ADP Payroll application, click **Support** and you are provided with the phone number to call.

What if I need help or have questions during setup?

Online help is available through the application as it relates to the feature you are using. Information is offered on a variety of topics. Toll-free unlimited support is also available to help you every step of the way.