

What do I need to do besides submit payroll?

- Although we process your payroll, you are responsible for maintaining your payroll records
- This page includes our suggestions and best practices for maintaining a complete payroll file

Payroll Tips & Best Practices

Payroll Overview

- You submit employee info and hours to Bender & Company.
- Bender & Company processes payroll. We initiate withdrawal of payroll taxes and net paychecks (if direct deposit), or issue manual checks as applicable.
- Paychex remits payroll taxes and filings to taxing authorities.
- You are responsible for remitting retirement, HSA, and garnishment payments unless we have been specifically engaged to do that on your behalf.
- You are responsible for maintaining all payroll records, including but not limited to: employee new hire forms, timesheets, employee updates and changes, payroll registers, paystubs, payroll tax filings, etc.

Payroll Portal Access

- NetClient (Bender) Portal.
 - Primary use is to securely exchange payroll information (timesheets, new hire paperwork, etc)
 - Not meant for permanent document storage .
 - Contains Payroll (New Hire Paperwork & Paychex Best Practice guides) as well as Accounting and Tax documents.
- Paychex Portal
 - Only includes Paychex generated reports.
 - Paychex automatically generates Pay Period, Quarterly, and Annual reports.
 - Allows you to generate custom reports.
 - If you are a company administrator and employee, you have one log in to access both portals.

Archiving

- IRS recommended best practice is to save at least seven (7) years of records.
- See your NetClient (Bender) portal for 2021 and prior payroll.
 - Suggested to 'Download All' documents in these folders. We delete these documents after 2 years.
- See your Paychex portal for 2022 (and future year) payroll.
 - You should periodically archive pay period, quarterly, and annual reports.

Paychex Notifications

- Since we process your payroll and notify you of any important processing items, we suggest you disable all Paychex notifications.
- To turn off Paychex notifications:
 - When logged into Paychex, select your initials in top right corner
 - Select User Preferences – Notifications
 - Uncheck all boxes you are able to
- If you receive any additional unwanted correspondence directly from Paychex, please let us know.

See separate guides for the following topics:

1. New Hire Checklist
2. General Ledger Report
3. Retirement Plan Summary Report