

PAYROLL *briefs*

DELIVERING BUSINESS INSIGHTS

The Power of a Good Onboarding System

Today's workplace moves at a much faster pace. To help your new hires hit the ground running on day one and keep track of their evolution as an employee, you need to have the right tools in place from the start. That means having a proper onboarding process and system ready to go to capture data from the time of application submission.

Shockingly, even with the progression of technology, many companies still do all their onboarding functions by hand. This can quickly become overwhelming for any human resources team trying to manage their growing workforce in an evolving environment of complex regulations, tax guidelines, benefits, employee manuals and piles of paperwork. By going the manual route, the process is doomed from the start – riddled with inefficiencies and susceptible to compliance violations and employee dissatisfaction.

Plugging-In to Onboarding Technology

While you may feel burdened by the current onboarding process at your company, there are options available to help improve and expedite the process. By using an onboarding and applicant tracking software, your company can help improve workplace efficiency, consolidate record-keeping efforts, accelerate employee training and development, and make a good first impression with your new hires.

Here are three ways an effective onboarding system, like DM Payroll's, can amp-up your company's onboarding experience:

1. **Enhances employee retainment.** Starting a new job is a major adjustment for every individual. And, the onboarding process leaves a lasting impression on new anxious employees. Leveraging this type of technology platform not only shows your business is up-to-date with the times, but also allows for a seamless onboarding experience – reassuring them they've made the right decision to join your company's team.

2. **Improves workplace efficiencies.** Onboarding software offers an easy, user-friendly online platform allowing new hires the flexibility to review, fill out and legally sign all their forms before even coming in for their first day. Some, including DM Payroll's, can also populate information across forms helping to minimize their time completing all the required new hire forms.

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Service Offerings

- Payroll Processing
- Payroll Tax Filing & Compliance
- Time and Attendance Solutions
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- ACA / W-2 Compliance
- Applicant Tracking
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- General Ledger EDI
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- Time Off Accruals

Don't Forget...

Daily payroll cut-off time is 3:00pm EST



(248) 244-3293
Customer Service
8:30am-5:00pm EST M-F



(248) 244-3271



cs3293@dmpayroll.com

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Beyond that it will also reduce the efforts your human resources team needs to invest in each new hire. For example, DM Payroll's onboarding system goes through the complete evolution of a new hire into an employee, from application to submission, to the completion of critical forms and sign-off of employee manual reviews, the system uses auto-populating and push mechanisms to trigger completion with minimal effort by the human resources team.

3. Reduces paperwork and files. The onboarding process produces a lot of paper. Using an electronic process, allows you to gather all the critical information

and forms, even before their start date, to help eliminate stacks of paperwork exchanging hands on day one. Best of all, completed onboarding forms can automatically create the new employee's folder – no need to print, copy or scan paper.

If you haven't already simplified your onboarding process by leveraging DM Payroll's system, [contact us today](#) to get started.

Encourage Your Employees to Do an Annual 'Paycheck Checkup'

As the first federal tax returns for 2018 are starting to be filed by the early birds, many are unpleasantly surprised by their lack of refund this year. Why the surprise? Most people didn't notice their paycheck in 2018 grew slightly based on the reduced withholding requirements set forth by the Tax Cuts and Jobs Act.

You can help your employees avoid unwanted surprises by encouraging them to do a 'paycheck checkup' every year. Best suited to take place in the first quarter of the year, an employee's review of their withholdings for the current year can help them determine if they need to submit a new W-4. The sooner your employees check and adjust their withholding, the better.

Simply reminding your employees to review their withholdings can be a significant help in reducing unwanted stress come tax time the following year. Guide them to tools, such as the [IRS withholding calculator](#) or the [Tax Withholding and Estimated Tax publication](#) for those with more complex tax situations, to help them determine what their withholding should be.

Also, it's a good idea to provide them with an opportunity to complete the new [2019 W-4 form](#) via the self-service [MyInfo portal](#) in case they need to submit changes.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
1 Your first name and middle initial		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5
6 Additional amount, if any, you want withheld from each paycheck				6 \$
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here				7
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment	10 Employer identification number (EIN)	
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