

CreativePay Solutions™

Inspiring Growth Through Precision Payroll

The table below summarizes what is included within our CreativePay Solutions™ service levels. To help you identify the best option for you, here is a quick overview:

Creative Growth Payroll

Perfect for larger businesses with complex payroll needs, offering precise services from data collection to final processing. We ensure CRA and provincial compliance, with detailed pay stubs, custom reports, and unlimited support to help your business succeed.

Artists' Advantage Payroll

Ideal for creative professionals, offering essential services like unlimited payroll support, bespoke reports, and benefits reporting. We handle CRA and provincial compliance so you can focus on your craft.

Starter Studio Payroll

A cost-effective solution for small businesses, providing essential payroll services to ensure accuracy and compliance. Perfect for those on a budget, letting you focus on growth while we manage the basics.

	<i>Creative Growth Payroll</i>	<i>Artists' Advantage Payroll</i>	<i>Starter Studio Payroll</i>
Collect payroll data	✓	✓	✓
Access to the New Employee Checklist	✓	✓	✓
Process payroll and final payroll for departing employees	✓	✓	✓
Ensure compliance with CRA and provincial payroll legislation	✓	✓	✓
Provide detailed electronic pay stubs	✓	✓	✓
Calculate and submit payments due to governments	✓	✓	✓
Provide summary payroll reports by email	✓	✓	✓
Complete and submit T4 slips and summary to CRA	✓	✓	✓
Cloud-based payroll with seamless accounting integration	✓	✓	✗
Cloud-based time and attendance software	✓	✓	✗
Departmental analysis and reporting	✓	✓	✗
Record and calculate court-ordered garnishments	✓	✓	✗
Record and report health insurance benefits	✓	✓	✗
Data input sheets customized for your business	✓	✓	✗
Planning and compliance review of benefits and expenses	✓	✗	✗
Non-variable deduction company retirement plans	✓	✗	✗
Unlimited support for payroll matters	✓	✗	✗
Support multi-province payroll	✓	✗	✗
Maintain records of vacation and sick time accruals	✓	✗	✗
Provide Excel payroll summary reports	✓	✗	✗
Create custom payroll analysis reports	✓	✗	✗
Advice on company car versus cash remuneration options	✓	✗	✗

Empowering Your Business with Numbers!



Vancouver: 604-637-9608

Nationwide: 877-804-3351

solutions@numbercrunchers.ca

www.numbercrunchers.ca

**This page is left
intentionally blank**

Here's an explanation of each item included in the packages:

Collect your payroll data

Every pay period (weekly, bi-weekly, semi-monthly, or monthly), our reminder system will request the data we need to process the payroll for you. This allows you to focus on running your business without having to remember when you need to get the information together to pay your employees.

Provide access to our New Employee checklist

This will make it much easier to ensure you collect everything you need when you employ a new person and that employee details are recorded correctly with local unemployment authorities.

Process the payroll

Our payroll system will carry out all of the calculations based on the information you supply to us, which means you can be sure you are paying the correct amounts to your employees and tax authorities. This will include the calculation of social security and Medicare payments, withholding tax, and voluntary deductions (except retirement plans, which are covered below). We will initiate the payment to your employees. We will also keep detailed records for audit purposes.

Process final payroll for departing employees

We will process any employees who leave to ensure the accuracy of the final payments and deductions (e.g. pro-rated salary, holiday pay, etc.) and produce Records of Employment (ROEs) for these employees.

Ensure compliance with the latest payroll legislation

Tax and payroll legislation constantly change, but you can leave those worries to us and focus on building your business.

Provide detailed electronic pay stubs

All employees have Access to electronic pay stubs, which will detail hours worked, overtime, vacation, sick days, etc.

Calculate and submit payments due to governments

These calculations will include income tax withholding, Employment Insurance (EI) contributions, and Canada Pension Plan (CPP) payments. We will ensure timely submission of the correct amounts to the CRA and provincial authorities each month, helping you avoid penalties and interest.

Provide summary payroll reports by email

These reports will help you with your monthly bookkeeping.

Complete and submit T4 slips and summary to CRA

In addition to pay stubs, you must provide every employee with a T4 slip at the end of the tax year, and we will handle this for you. We will also submit all T4 slips and the T4 Summary to the Canada Revenue Agency (CRA) and to the appropriate provincial tax authorities.

Cloud-based payroll with seamless accounting integration

Our cloud-based payroll system ensures effortless payroll management with seamless integration into your accounting software. Experience real-time updates and streamlined processes, keeping your financials accurate and up-to-date.

Cloud-based time and attendance software

Our cloud-based time and attendance software simplifies workforce management by tracking employee hours in real-time. Easily monitor attendance and generate accurate reports, ensuring efficient and precise payroll processing.

Empowering Your Business with Numbers!



Vancouver: 604-637-9608
Nationwide: 877-804-3351
solutions@numbercrunchers.ca
www.numbercrunchers.ca

Departmental analysis and reporting

You can allocate employees into departments or cost codes. We will then provide summary reports grouping employees into these options to help you with management accounting analysis.

Record and calculate court-ordered garnishments

These may include child support, marital support, back taxes or other garnishments.

Record and report health insurance benefits

We manage and report your health insurance benefits, including ensuring compliance with provincial requirements such as British Columbia's Employer Health Tax (EHT) and Workers' Compensation premiums. Our service ensures accurate tracking and timely submissions to keep your business compliant with all provincial health-related obligations.

Data input sheets customised for your business

Design your own individual input sheets to record details of hours worked, holiday, sickness and maternity leave to be paid.

Planning and compliance review of benefits and expenses

This review ensures that benefits and expenses are being used in the most tax-efficient way.

Non-variable deduction company retirement plans

Retirement plan deductions are complex; we will handle them for you where they are non-variable. If you have more complex retirement plan arrangements, we can handle them as part of our premium payroll service.

Unlimited support for payroll matters

There will be times when you have a question about your payroll. As part of our full payroll service, you will receive unlimited email and telephone support on all payroll matters. You can call us anytime, knowing you will never be charged for our time or advice. We hope you feel free to speak to us whenever you need to without worrying about the cost. Of course, if the issues raised at any of these unlimited free consultations (or anywhere else) require research or analysis beyond this consultation and outside the scope of our payroll service, we will give you a fixed price quotation for that extra work before any additional work is started. This means you will NEVER get an unexpected bill.

Support multi-state payroll

Employers in each province are subject to that province's employment laws, which can vary widely, even for provinces right next door. If you have locations in multiple provinces or employees that work across borders, you will need our Premium payroll.

Maintain records of vacation and sick time accruals

Set up employee vacation and sick time accrual rates and keep records of the vacation and sick time taken. This is increasingly important as many localities move to implement earned sick time laws. Employee paystubs will also show these accruals.

Provide Excel payroll summary reports

This will enable you to carry out your own data analysis for management information and decision-making purposes. And if you want us to help you further with your management reporting we will...

Create custom payroll analysis reports

Advice on company car versus cash remuneration options

Company cars can be expensive, and sometimes, there are alternative arrangements that will save you tax. We will conduct a preliminary analysis and advise you on the different options.

Empowering Your Business with Numbers!



Vancouver: 604-637-9608
Nationwide: 877-804-3351
solutions@numbercrunchers.ca
www.numbercrunchers.ca