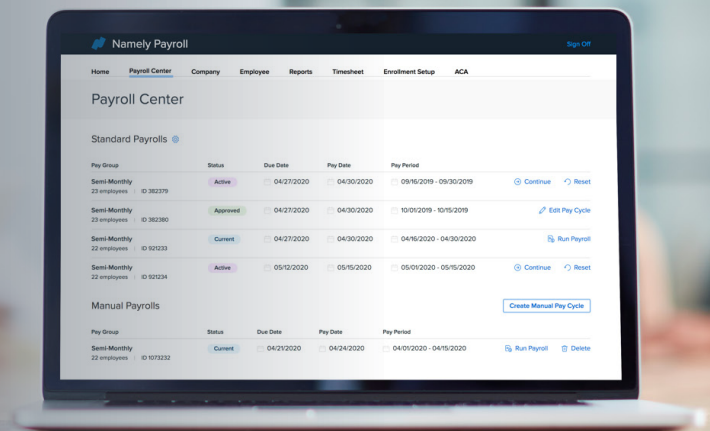


# MANAGED PAYROLL



Whether you're transitioning off of a PEO or working as an army of one, Namely's Managed Payroll is designed to remove the burden associated with day-to-day payroll administration.

Your dedicated payroll consultant will be available to provide expert guidance and take on the tasks associated with payroll processing so you can scale your business and focus on strategic people initiatives.

**Don't stress over  
paying your people.  
Namely's Managed  
Payroll makes it  
effortless.**



NAMELY	CLIENT
Data Entry	
 <ul style="list-style-type: none"> <li>• Pay data entry, imports, and overrides (e.g., wages and deductions)</li> <li>• Enter employer level payroll changes (e.g. SUI tax rates, custom pay codes)</li> <li>• Calculate and enter salary proration, gross-up earnings, retro pay, and Group Term Life (GTL) imputed</li> <li>• Prepare and provide final payroll data to client for review and approval</li> </ul>	<ul style="list-style-type: none"> <li>• Add new hires/terminations in Namely</li> <li>• Notify Namely of employee calculations needed</li> <li>• Work with Namely to reconcile exceptions in payroll reports</li> <li>• Approve payroll for submission</li> </ul>
Time & Attendance	
 <ul style="list-style-type: none"> <li>• Import/enter time and time off data into payroll</li> <li>• Balance time data imports against client provided controls</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and approve timesheet data from employees</li> <li>• Collect time off requests and data from employees</li> <li>• Provide time data files (If the client is not using Namely Time &amp; Attendance)</li> <li>• Work with Namely to reconcile time data file exceptions</li> </ul>
Banking & Money Movements	
 <ul style="list-style-type: none"> <li>• Direct deposit reversals</li> <li>• Check and payroll reconciliation</li> <li>• Payment and reconciliation of garnishments, liens, etc.</li> <li>• Distribution of payroll through checks, direct deposit or paycards.</li> </ul>	<ul style="list-style-type: none"> <li>• Escheatment of unclaimed wages</li> <li>• Payment and reconciliation of voluntary deductions (e.g., 401k, medical benefits)</li> </ul>

NAMELY	CLIENT
Product & Tax Tasks	
 <ul style="list-style-type: none"> <li>• Administer payroll calendar and payroll runs</li> <li>• Administer off-cycle/manual check requests, calculations and processing</li> <li>• Interpret and administer garnishments</li> <li>• Gross to net calculations</li> <li>• Ongoing configuration of the GL interface file</li> <li>• New State Tax ID setup</li> <li>• Proactive assistance and notification of tax changes</li> <li>• Administer quarterly and year-end processing</li> <li>• Tax filing and reporting</li> <li>• Reconciliation of taxes paid</li> <li>• Print and distribute employee W-2s and 1099s</li> <li>• Respond to agency inquiries on behalf of client</li> </ul>	<ul style="list-style-type: none"> <li>• Inform Namely of any changes to payroll calendar or holiday schedule</li> <li>• Provide Namely required company data for state tax registration</li> <li>• Import GL file into financial system</li> </ul>
Comprehensive Services	
 <ul style="list-style-type: none"> <li>• Employment and wage verification</li> <li>• Payroll expertise and best practice assistance</li> <li>• Dedicated payroll consultant</li> <li>• Online and mobile self-service tools</li> <li>• Perform Namely standard payroll audits</li> <li>• Accuracy SLA</li> </ul>	

# Thank You

See how Namely can help you streamline HR and create a better workplace for your employees.

 [SCHEDULE A DEMO](#)

 [CALL US: 1-855-626-3591](tel:1-855-626-3591)

**Namely**  HR for Humans