

PAYROLL SIMPLIFIED

Large company capabilities with small business standards, values and personalization.



WE ARE WHAT YOU HAVE BEEN SEARCHING FOR

There are many services that we provide to make your payroll experience as smooth and streamline as possible. We are here to provide a professional, precise and personalized payroll experience.



Here at X-Act we want you, as a business owner, to stay focused on what you do best by letting us do what we do best – Payroll. For over 40 years, X-Act has been delivering fast, accurate, personalized payroll and tax services for clients all over the Bay Area and beyond.

We understand the specific wants and needs of small businesses and are prepared to deliver live, one-on-one service at all times. Running a small business is stressful enough; relieve your stress by letting us take care of you. We've worked with a diverse customer base and we are prepared to help you! Contact us today to see how we can help you streamline your payroll, so you can focus on your business.

Welcome to X-Act

Welcome to Payroll by X-Act

Welcome to X-Act.....	1
About X-Act	3
X-Act Clients	4
Sample Payroll	6
Dual Processing Programs.....	7
Payroll Features and Services	8
Classic Program	10
Payroll Check.....	11
Invoice.....	12
Input.....	13
Compensation Register.....	14
Additional Reports.....	15
A.P.E.X Program.....	17
Payroll Check	18
Time Sheet.....	19
Payroll Detail	20
Tax Liability.....	21
Payroll Summary	22
Paid Time Off.....	23
Customer Service	24
Payroll Processing.....	25
Payroll Portals.....	26
Employer - on - the - Go.....	28
Reports for Employer - on - the - go	29
Direct Deposit Information.....	30
About Direct Deposit.....	31
About Prepaid Debit Card.....	32
Payroll by X-Act Website and Forms	35

Welcome to X-Act

QUICK AND EASY PAYROLL – TAILORED TO YOUR NEEDS

We are X-act Computer Service, Inc. a small business providing one on one personal service to small business. What do we do? We do payroll. We are located in Sunnyvale and have been serving the small business community for over 40 years. We have built our client base over the years by referrals from our clients to others about our service. Our clients range in size from one check once a year to over one hundred checks each week. Some of our clients have been processing their payrolls with us since we started processing payrolls in 1976. Our goal is to serve our clients with fast, accurate, personalized payroll service. We pride ourselves on customer service and doing whatever it takes to keep our clients happy.



Big company tech – with small business values

X-Act strives to maintain our personalized service and close relationships with each client. In this tech age with the constantly improving computers, electronics and programs, the “one size fits all” approach is no longer applicable for payroll. With this we have expanded and have intergraded a complex, complementary program into our everyday processing. This sophisticated program allows fully personalized options of payroll processing for each company.

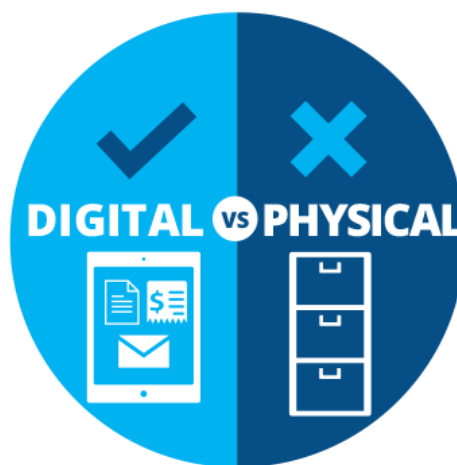
If ever there is a need for a payroll service that can provide you with the personal one on one service we can provide, please keep us in mind.

X-ACT HAS OPTIONS IN PROCESSING PAYROLL

INCLUDING 100% PAPERLESS PAYROLL

Options for digital and/or paperless payroll:

- Payroll reports
- Check stubs
- Quarterly returns
- W-2's
- 1099's
- Employee data
- Over 300 options for reports.
- Multiple companies can be found under your login



Go green and clutter free!
No more need for:

- Bulky binders/folders
- Keeping large file cabinets around
- Paying for shipping
- Waiting for payroll to arrive/time delays
- "Accidentally" shredding needed paperwork
- Losing papers

YOUR PAYROLL

Our software features all the same programming as the larger payroll processors out there; what sets us apart is our ability to maintain the one on one customer service you get with a small company. Our multi-tiered program allows different levels of access, depending on your payroll needs. Some clients want 100% control of all facets of the payroll and how it is processed. Some companies may want a fully automatic payroll where it is run without any actions taken by the company at all. X-Act allows your payroll to be completely tailored to your needs. Options for payroll can be:

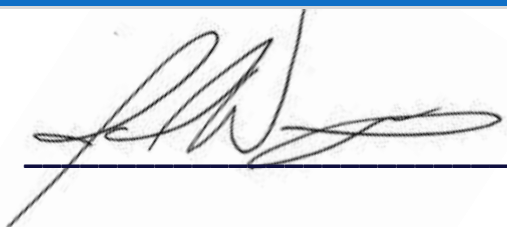
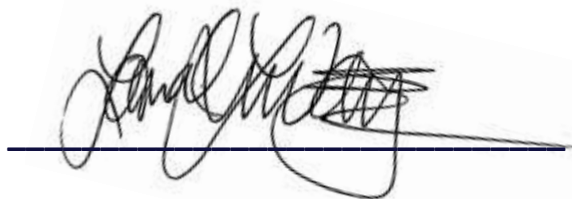
- Fully paperless payroll, online access, personal company portals, online checks, direct deposit, printed signatures on checks, printed reports and checks, quarterly returns, year-end returns, out of state reporting , 1099's, CPA or bookkeepers online access, and more. Possibilities for personalized payroll are unlimited.

About Payroll by X-Act

JOHN WANNINGER
C.E.O

LAURAL WANNINGER
PRESIDENT

408.245.4787
INFO@X-ACT.NET

OWNERS OF PAYROLL BY X-ACT

Owning and operating Payroll by X-Act Computer Service, they have been married for 41 years and have worked side by side every day. X-Act is a family owned business where both of John and Laural's daughters work as well. Being a tight knit office family they want to treat their clients the same way. John and Laural both strongly believe in creating a one on one relationship with each client, provide them with excellent, personalized service.

Company Information

HOURS OF OPERATION AND INFO

Normal business hours are Monday –Friday.

8am -4pm

Office is closed weekends and holidays, for our holiday schedule please refer to our website.

Please note that throughout the year there may be a flier within your payroll, this will have important information on it – please read over these carefully. We also send out emails via constant contact, these will also have important information and sometimes questionnaires, please read these as well. If you are to have any questions please feel free to contact us at any time.

PAYROLL BY X-ACT
COMPUTER SERVICE INC

1270 LAWRENCE STATION RD. SUITE I
SUNNYVALE, CALIF. 94089

PH. 408.245.4787

FX. 408.733.8111

WWW.X-ACT.CO

Payroll Clients

CLIENTS AND REFERRALS

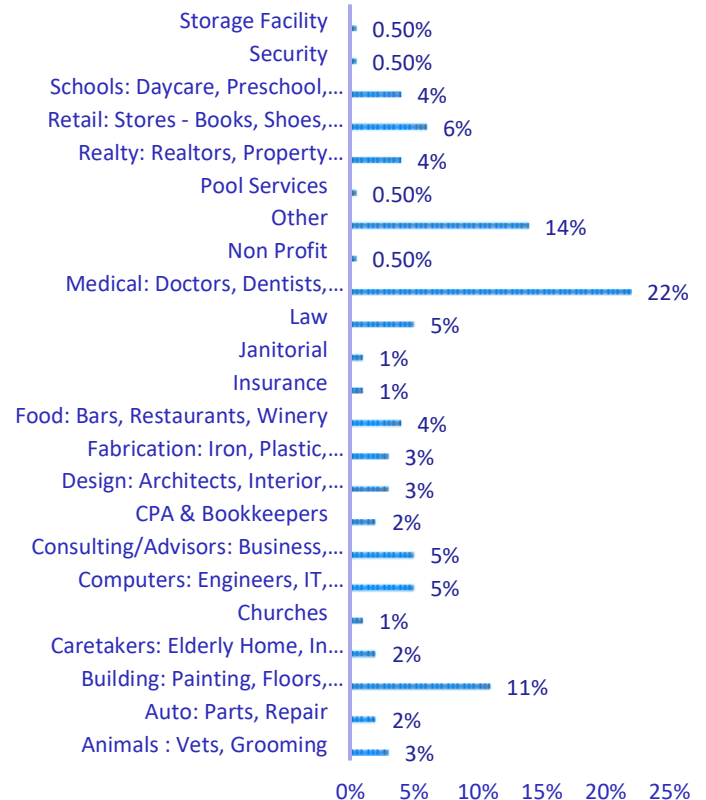
X-Act gets 99% of our clients through referrals – as a small business we do not have the funds for expensive advertising, so with incentives given to the refer-ers, we count on those to build our business. Unlike large payroll services, we treat each client with the same respect and care. Regardless if you are a single person processing once a year or a company of 150 employees weekly, our prices are set equally across the board. Please ask us about our current incentive and referral program. We believe that when you help us, we will return that favor and help you right back.

WHO DOES X-ACT TAILOR TO

Of the near 450 clients X-Act has, you can see a majority are within the health and medical field. X-Act is always looking to expand our client list. We provide payroll for an array of companies, as seen to the right.

Nearly 94% of X-Acts client list is right here in the Bay Area, but we do process for multiple counties in California and currently 12 different States, being:

- California, Oregon, Washington, Nevada, Arizona, Colorado, Texas, Tennessee, Kentucky, Pennsylvania, New York and Connecticut.



CALIFORNIA CLIENTS

From Shasta to San Diego counties, X-Act provide payroll processing across the state of California. We want to help all of California with their payroll needs.

94% of X-Act's clients are in the Bay Area

- ▶ East Bay 7%
- ▶ North Bay 3%
- ▶ Peninsula 17%
- ▶ San Francisco 5%
- ▶ Santa Cruz 6%
- ▶ South Bay 56%



WHY RUN PAYROLL WITH X-ACT

What is your time worth?

How can you better use your time?

How many hours in a week or month do you spend working on payroll?

When it comes to payroll, let us do what we do best...Payroll, this can leave you to focus on what you do best – run your business! People can get tangled up in things like: processing child support or garnishment checks correctly, updating tax tables each year, following state mandated laws on check stub regulations, CA sick law requirements and more. Allow yourself to leave all these questions to X-Act.

Sample PAYROLL



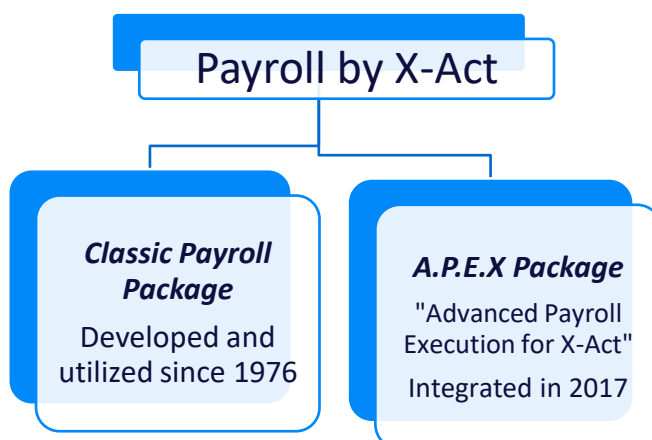
Payroll Programs

Dual Platform Processing

X-Act has the unique opportunity to process payrolls through a multi-faceted platform, providing purely personalized and tailored processing for each client.

X-Act simultaneously process from two separate and inherently different payroll programs, offering different options to the client. Some companies want the bells and whistles of online, paperless and portals. While other companies want a simplistic and streamline payroll provided by our flagship program. Regardless the program you use, you will receive:

- Continuous support – unlike larger payroll companies, you will get live one-to-one customer service to answer any questions that may arise.
- No contracts to sign, X-Act will not lock you into any sort of contract for using our services.
- No charge for paper, all our charges are built into our processing fee – so there are no surprise charges for paper or check stock



- A.P.E.X. Payroll Anywhere -

With this upgraded program, you can enter your payroll anywhere from any device. No more worries about how or when to process your payroll.

Our system is compatible with your Apple, Android, Pc and mobile devices, including phones and tablets.

Processing through our A.P.E.X program you will be able to have more options, on top of all our standard processing. Such upgrades include:

- **Time Clocks** – there can be seamless integration of your employees' time cards into our system – eliminating stress of calculating hours, breaks and time off
- **Reporting** – import the general Ledger directly into QuickBooks
- On-the-Go payroll processing from your office, with options to print checks in your office.
- **Employee Information** – you can input your employee information at any time and upload documents for easy record keeping – no more need for multiple folders or file cabinets. All your employees' information can be in one location.
- Taxes and Impounding money, X-Act can now impound your payroll and taxes in one transaction, if you would like us to.
- **Benefits** – a cloud based platform providing all-in-one benefit solutions

Payroll Services

DIRECT DEPOSIT

Direct deposit is offered as an extra service with X-Act. In order to use direct deposit specific paperwork must be filled out, these can be found under “FORMS” on our website. This service also takes extra time in order to move the cleared funds for your employees. Please call us for more information.

ONLINE REPORTS

An additional service is the uploading of your payroll reports to a confidential, password locked website. These then can be opened for yourself or for example, we can set up your accountant with access.

PRE-SIGNED CHECKS

X-Act has the ability to scan your signature into our system, then print them onto your checks. This is a separate service, done in multiple steps for security purposes. Once your checks are printed, they are taken to a separate system to print the signature on them. Once printed, we can send you the checks we seal them in envelopes and we can send them to you or mail them directly to your employees – call for pricing.

AUTOMATIC PAYROLL PROCESSING

For payrolls that rarely change, we can set you up as an automatic payroll and run your payroll without you having to lift a finger. We will process it and send it out a few days before you need to have it.

ELECTRONIC TAX PROCESSING

Unlike other payroll services, X-Act will not impound your money. We will draw your taxes when they are due, electronically submitting them. This allows you to use your money and your interest. X-Act never makes money on your money!

SICK AND VACATION REPORTS

As of July of 2015, California enforced a 3 day paid sick time for each employee, and it is mandatory for employers to keep records of this sick time, we can also track your vacation as well to keep it simple

COPIES OF REPORTS TO ACCOUNTANTS AND BOOKKEEPERS

With every payroll you run we can keep a copy of your reports and send them straight to your accountant each month, or as needed – ask us how we can tailor your payroll to fit all your business needs.

EMPLOYER PORTALS

Each company can have access to a secure, personal website that allows the employer to have access to all the company information, reports, checks, returns and W-2's. This function can also be used to submit payroll and even process payroll in your own office. Here you will be able to make changes to employee information, reprint old reports, and enter your own payroll and more.

Payroll Services

EMPLOYEE PORTALS

Along with access by the employer – each employee can have their own access to their information, old check stubs and more. If requested, we could set up each employee to report their own hours and payroll as they go.

CPA/BOOKKEEPER PORTALS

Are you a CPA or Bookkeeper with multiple companies that run payroll with X-Act? We could set up a review only portal that allows X-Act to build a website that allows access to reports for multiple companies with one access point and ID so a CPA or Bookkeeper can log in and view all their clients without having multiple accounts and passwords.

TIME CLOCKS AND REPORTING PAYROLL

Our program can integrate with different types of timeclocks and software – please ask us which timeclock will provide you with the information best suited for your needs.

WORKER COMPENSATION

X-Act has teamed with multiple workers compensation companies that will work with you to get you, not only the best rates, but can process all the necessary paperwork for any audits you may have. Along with processing the information, Auditors can come directly to our office to perform any audits in house they may need to do.

CHECKS AND REPORTS

X-Act can process, package and ship your entire payroll to you each time, but for any reason there is a need to print a check or checks in house, X-Act can process the information and send you the digital check for you to print in your office.

WE AT X-ACT LOOK FORWARD TO DOING BUSINESS WITH YOU. WE STRIVE TO CREATE A PERSONALIZED RELATIONSHIP WITH EACH OF OUR CLIENTS AND MAKE THEIR PAYROLL RUN AS SMOOTHLY AS POSSIBLE. OUR PAYROLL CAPABILITIES ARE EQUAL TO ANY LARGE PAYROLL SERVICE, BUT OUR CUSTOMER SERVICE IS WHAT SETS US ABOVE THE REST.

Classic Payroll Sample

CLASSIC PAYROLL PACKAGE

X-Act's ability to run two dual programs allow varying levels of processing capabilities. As stated earlier, we come across many levels of processing needs from client to client. Some business owners want nothing more than simplistic reports and paper checks. While others want more streamline reports. We often see this package is suitable for less tech savvy employers, but with this program we can still customize it to allow for minimal online access and extras of that nature. Even with this basic package, customization can give you all the access that is needed.

The following sample reports include:

- Employee Check
- Invoice
- Input
- Compensation register
- Additional Reports
 - Vacation & Sick
 - Employee List
 - Certified Payroll
 - Deduction Register

ADDITIONAL PERSONALIZATION, EVEN ON THE ORIGINAL PROGRAM

Even though X-Acts original program does not have all the extra features of our upgraded system, we can still offer each client "online" capabilities and services. X-Act does have a website specifically for the downloading of the basic reports as a PDF file from the payroll package the client would receive. We also can scan and email each payroll to the client after each run to processed. Options are literally endless when it comes to processing with X-Act. We continue to strive for fully tailored payroll to each company's needs, this goes beyond payroll processing with our ability to additionally send paperwork to bookkeepers and CPA's as well.

Classic Payroll Check

EMPLOYEES CHECKS AND STATE REGUALTIONS

X-Act's check stubs for either program show all the information that is legally needed for the employees. The State of California has many requirements when it comes to information on the check stubs, as you can see there are 9 main categories that are reflected on every pay check stub your employees receive.

This section even breakdown extra deductions if an employee has them. These could be one time deductions such as Advance pay backs, or reoccurring ones like Medical or 401K

REG	HOURS	RATE	GROSS
REG	80.00	22.500	1800.00
OT	3.00	33.750	101.25
VAC	6.00	22.500	135.00

CO 3140002
HOURS WORKED
REG 86.00 OVERTIME 3.00 REP TIPS 0.00 MEALS/LODGING 0.00 AMSC 0.00 OPOS 2036.25 CHECKING 1002
DT 0.00 HOL PAY 0.00 VAC PAY 135.00 SICK PAY 0.00
TT 0.00

YTD TOTALS	CURL TAXES	CURL OTHER DEDUCTIONS	NET PAY
GROSS 2036.25			1634.99
FED W/H 161.19	161.19		
ADV EIC 0.00	0.00		
PICA 155.78	155.78		
SDI 20.36	20.36		
STATE W/H 63.93	63.93		
MLS/LDG 0.00			
REP TIPS 0.00			
OTHER DED 0.00			
VAC PAY 135.00			
SICK PAY 0.00			

EMP 3000
GROSS PAY 2036.25
NET PAY 1634.99
PERIOD BEG: 8/08/19
PERIOD END: 8/21/19
CHECK DATE: 8/23/19
BASIC RATE: 22.500/HR
MARITAL ST: S- 3 S- 3 CA
VAC AVAIL HRS: 29.58
SICK AVAIL HRS: 2.87

YOUR COMPANY NAME
1234 SOUTH 1ST STREET STE 321
SAN FRANCISCO, CA 12345

PETER JONES
64571 PARK WAY UNIT 453
SUNNYVALE, CA 99999

DETACH STUB BEFORE DEPOSITING CHECK

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY FEATURES - SEE BACK

YOUR COMPANY NAME
1234 SOUTH 1ST STREET STE 321
SAN FRANCISCO, CA 12345

DATE 8/23/19

PAY ****1634 DOLLARS AND 99 CENTS

PETER JONES
64571 PARK WAY UNIT 453
SUNNYVALE, CA 99999

CHECK NO 1002
BANK OF AMERICA

90-9999/9999

\$ ****1634.99

VOID IF NOT CASHED IN 6 MONTHS

SECURE FEATURES INCLUDE + MICROPRINTING + VOID FEATURE PANTOGRAPH + ENDORSEMENT BACKER

000100200 199999999999 9999999999

1. Gross wages
2. Total hours worked
3. All deductions
4. Net wages
5. Pay periods
6. Employee identification number or last 4 numbers of their SSN
7. Company name and address
8. Applicable hourly rates
9. Available sick time

X-Act goes further with the information that is available for the employees with each pay check stub. We are able to track, pto or vacation, show current and year-to-date wage information, print the employees tax status the employee requested and also reflects what **Job Code*** (if company has multiple jobs an employee works) to allow clear tracking of each job the employee works.

Invoice

X-ACT COMPUTER SERVICE, INC
 1270 LAWRENCE STATION ROAD SUITE I
 SUNNYVALE, CA 94089
 (408) 245-4787 VOICE
 (408) 733-8111 FAX
<http://www.x-act.co>

I N V O I C E

INVOICE DATE : 08/16/19

INVOICE NUMBER :

ACCOUNT NO: 9999

PAYROLL SERVICES FOR THE PERIOD ENDING 8/21/19

FOR: YOUR COMPANY NAME

BILL TO: YOUR COMPANY NAME
 1234 SOUTH 1ST STREET STE 321
 SAN FRANCISCO, CA 12345

ATTN: ALAN SMITH

FLAT CHARGE FOR PAYROLL RUN	\$	41.00
EXTRA REPORTS/SERVICES		0.00
ONLINE ACCESS FEE		0.00
7 CHECKS @ \$1.95 PER CHECK		13.65
0 PRESIGN CHKS @ \$0.00 PER CHECK		0.00
EMPLOYEE FILE CHARGE:		
5 EMPLOYEES @ \$0.15 EACH		0.75
JOB COST: 0 ENTRIES @ \$0.00		0.00
TOTAL	\$	55.40
SHIPPING		12.50
GRAND TOTAL	\$	67.90

Flat processing prices across the board. Client we have had for 30 years are charged the same as brand new ones. Pricing varies on how often payroll is processed.

View our website, x-act.co for holiday schedules and upcoming news!

Payroll Input Sheet

1

2

3

4

COMPANY NO: 314

YOUR COMPANY NAME

EMP NO

FREQ/M-DEP/STATE/W-C CLASS/RATE

UNION/TAX CODE/FED AMT/ST AMT

NAME

DEPARTMENT 1 **

1000 ALAN SMITH

26 S-0 S-0 CA

5000.000S

0.00

0.00

S: 0.000000 /PP

DEPARTMENT 2 **

2000 SARAH BALL

26 M-0 M-0 CA

16.500R

0.00

0.00

S: 0.033333*/HR

3000 PETER JONES

26 S-3 S-3 CA

22.500R

0.00

0.00

S: 0.033333*/HR V: 0.413694*/HR

4000 JOHN PAUL JONES

26 M-6 M-6 CA

2500.000S

100.00

100.00

S: 0.000000 /PP V: 0.000000 /PP

PAYROLL INPUT DATA

CHECK DATE: 9/06/19

PERIOD ENDING: 9/04/19

PAY FREQ: 26

REG HRS

O/T HRS

D/T HRS

MISC EARNING

MEALS/ LODGING TIPS

RPTD

CODE WKS AMT/% TYP DESCR

MISC DEDUCTIONS

SEMIWEEKLY DEPOSITOR - EFT

MONTH END NO

QTR END NO

CODAT

EMPLIS

1 99

25.00

\$

PREPAY

10 99

0.00

\$N DIR DEP

This "scribble" sheet is supplied with each payroll run as a reference for your next payroll.

This shows:

1. Dates for next payroll
2. Employees basic payroll information including, hourly or salary wages, tax claiming, and vacation/sick accruals
3. Deduction information for employees - like garnishments or 401K's etc.
4. Pay frequency of payroll

This report can be easily filled out and read to X-Act over the phone, faxed or scanned and emailed

Additional Reports

SICK AND VACATION ACCRUAL REPORT

This report gives employers a breakdown of the roll over, accrued, taken and available for sick, vacation or pto. In 2015, it was mandatory for employers to give each employee 3 days of sick pay, with it being mandatory to also retain a reference sheet. Listed on this report is everything an employer needs for that current law.

PERIOD ENDING: 8/31/19 COMPANY NO: 314		YOUR COMPANY NAME YEAR-TO-DATE SICK/VACATION ACCRUAL REPORT						PAGE 1	
		BEG OF YR	ACCRUED	TAKEN	AVAILABLE	ACCR RATE	HIRE DATE		
DEPARTMENT 1 ** OWNER									
1000	ALAN SMITH	SICK:	24.00	0.00	0.00	24.00	0.000000	HR/PP	1/01/19
DEPT TOTAL		SICK:	24.00	0.00	0.00	24.00			
DEPARTMENT 2 ** OFFICE									
2000	SARAH BALL	SICK:	0.00	2.17	0.00	2.17	0.033333	* HR/HR	5/21/19
3000	PETER JONES	SICK:	0.00	2.87	0.00	2.87	0.033333	* HR/HR	6/25/19
		VAC :	0.00	35.58	6.00	29.58	0.413694	* HR/HR	
4000	JOHN PAUL JONES	SICK:	24.00	0.00	0.00	24.00	0.000000	HR/PP	2/01/19
		VAC :	96.00	0.00	24.00	72.00	0.000000	HR/PP	
DEPT TOTAL		SICK:	24.00	5.04	0.00	29.04			
		VAC :	96.00	35.58	30.00	101.58			

EMPLOYEE LIST

This report gives the employer a place to refer to with each employee's personal information. This report is only printed if there is a change to someone's info, to keep copies of sensitive information printed to a minimum.

DATE : 8/16/19 COMPANY NO: 314		EMPLOYEE LIST FOR YOUR COMPANY NAME						PAGE 1	
EMP NO	NAME/ADDRESS	SS NO/PHONE	RATE	FED/ST M/S DEP	HIRE/ TERM/ DATE1	UNION/ M/C CLASS	EXTRA FED/ST	TAX CODE	
OWNER									
DEPARTMENT 1 **									
1000	ALAN SMITH 1234 NORTH A STREET SAN FRANCISCO, CA 99999	() - 999-99-9999	5000.0000	S 0	1/01/19		0.00	20000000	
				S 0	/ /		0.00	CA	
		SICK: 0.000000/PP	LIM: 0.00						
OFFICE									
DEPARTMENT 2 **									
2000	SARAH BALL 9874 MAIN STREET SAN JOSE, CA 99999	() - 999-99-9999	16.5000	M 0	5/21/19		0.00	20000000	
				M 0	/ /		0.00	CA	
		SICK: 0.033333/HR	LIM: 48.00						
3000	PETER JONES 64571 PARK WAY UNIT 453 SUNNYVALE, CA 99999	() - 999-99-9999	22.5000	S 3	6/25/19		0.00	20000000	
		VAC : 0.413694/HR	LIM: 96.00	S 3	/ /		0.00	CA	
		SICK: 0.033333/HR	LIM: 48.00						
4000	JOHN PAUL JONES 56843 ABC STREET APT 5 SAN JOSE, CA 99999	(408) 999-9999 999-99-9999	2500.0000	M 6	2/01/19		100.00	20000000	
		VAC : 0.000000/PP	LIM: 0.00	M 6	/ /		100.00	CA	
		SICK: 0.000000/PP	LIM: 0.00						
1099									
DEPARTMENT 3 **									
6000	BETTY BLAKE 69783 POTTER ROAD HALF MOON BAY, CA 99999	() - 099-99-9999	0.0000	S 99	5/16/19		0.00	2	
				S 99	/ /		0.00	CA	

Additional Reports

CERTIFIED PAYROLL REPORT

This report gives the employer a snap shot of wages within the specific jobs that each employee worked. Many companies that work with other businesses request a certified payroll report in order to complete paperwork referring to a specific job, such as work with companies like PG&E and schools.

COMPANY NAME: YOUR COMPANY NAME PERIOD: 8/08/19 - 8/21/19							CERTIFIED PAYROLL REGISTER							DATE OF CHECKS: 8/23/19 JOB: 1				PAGE 1	
COMPANY NO: 314																			
EMP NO	DEPT	NAME	TYP	RATE	MULT	HOURS	AMOUNT	REG HRS	OT HRS	GROSS WAGES	FED W/H	FICA	SDI	STATE W/H	OTHER DED	NET PAY	CHECK NO		
1000	1	ALAN SMITH					TOTAL WAGES:	0.00	0.00	5000.00	940.86	382.50	50.00	377.98	0.00	3248.66	1000		
		1					WAGES THIS JOB:												
							5000.000S	1.0	0.00	5,000.00	0								
2000	2	SARAH BALL					TOTAL WAGES:	65.00	8.00	1270.50	83.07	97.19	12.71	16.99	1060.54	0.00	1001		
		1					WAGES THIS JOB:												
							16.500H	1.5	8.00	198.00	0								
							16.500H	1.0	65.00	1,072.50	0								
3000	2	PETER JONES					TOTAL WAGES:	86.00	3.00	2036.25	161.19	155.78	20.36	63.93	0.00	1634.99	1002		
		1					WAGES THIS JOB:												
							22.500H	1.0	6.00	135.00	4								
							22.500H	1.5	3.00	101.25	0								
							22.500H	1.0	80.00	1,800.00	0								
4000	2	JOHN PAUL JONES					TOTAL WAGES:	0.00	0.00	5000.00	568.34	382.50	50.00	314.46	0.00	3684.70	1003		
		1					WAGES THIS JOB:												
							2500.000S	1.0	0.00	2,500.00	0								
							31.250H	1.0	24.00	750.00	4								
							31.250H	1.0	-24.00	-750.00	0								
6000	3	BETTY BLAKE					TOTAL WAGES:	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00	1004		
		1					WAGES THIS JOB:												
							0.000M	1.0	0.00	250.00	0								
TOTAL FOR JOB #				1		162.00	11,056.75												

DEDUCTION REGISTER

Much like the compensation register which separates wages, taxes and nets for the employer, this report does the same for any deductions an employee has. Each column is labeled for a single deduction. A deduction can be anywhere from 401K, pre or post tax medical, Simple IRA, direct deposit or advances being paid back to the company. From left to right shows each deduction in its column, then the far right will be the total, which would match the "deduction" column on the compensation register.

1908160016 PERIOD ENDING: 8/21/19 COMPANY NO: 314 OFFICE DEPARTMENT 2 **										YOUR COMPANY NAME DEDUCTION REGISTER					1908161233 8/23/19 PAGE 1	
EMP NO	NAME	PREPAY	ADVANCE	GARNISH	MEDICAL				DIR DEP	TOTAL	CHECK					
2000	SARAH BALL	25.00	0.00	0.00	0.00	0.00	0.00	0.00	1035.54	1060.54	1001					
	TOTAL	25.00	0.00	0.00	0.00	0.00	0.00	0.00	1035.54	1060.54						

A.P.E.X. Payroll Sample

SAMPLE PAYROLL DOCUMENTS FOR A.P.E.X PROGRAM

The following pages are samples of the sorts of paperwork you can expect through your personalized portal. Through this upgrade, you will have potential access to hundreds of reports. There are six main categories of reports: General Ledgers, Human Resources, Management, Payroll, Tax and Time keeping. The main report type and categories related to payroll will be the following.

General Ledgers – reports that are QuickBooks, Peachtree and other bookkeeping program compatible

Human Resources – Employee records, W-4 and I-9 forms, averages of hours worked for employees, job history reports, leave request reports, HR detail report per employee and more.

Payroll – Certified payroll records, check registers, deduction registers, employee reports, job cost reports, labor distributions, tax liabilities, time sheets for processing payroll

Within each of these reports, there are many sublevels and categories you can choose to find specific employees, date ranges and more to gather exactly what you are looking for within each report.

Many payrolls processed with X-Act are basic reports, which include:

- Checks
- Timesheet Reports
- Payroll Detail
- Paid and Pending Tax liability
- Payroll Summary
- Paid time off detail report

Time Sheet/Input

TIME SHEET

Time sheets can be helpful as a reference to write down the payroll hours to then call, fax or scan and email them into X-act. This list of employees can run in many options, it can be separated into department, listed alphabetically by last name, or listed by employee number. Each column/box can easily be filled in then simply submitted. If you have access to enter payroll for your company via out employer portal, you can use this sheet as a reference to enter your payroll.

Payroll By X-act
 www.X-act.co
 Phone: (408)245-4787
 Fax: (408)733-8111

Time Sheet

Service Rep:

Employee Information		Hours					Other Pay			Subtotals		Comments	
Name / ID	SSN	Regular	OT	Vacation	Sick	Holiday	Comm	Bonus	Misc	Sub Tot	Misc	Rate Adj	Misc
Pay Frequency: Semi-Monthly Pay Date: 02/15/2019 Pay Period: 02/01/2019 to 02/15/2019 Dr: 0000001 - Man Lac: 0000001 - Man Dept: 0000001 - Man													
ADAMS, JEFF (0000003)	***5789												
JACOB, WENDY (0000004)	***5789												
Smith, Allen (0000006)	***0555												
SMITH, MARK A (0000001)	***5789												
SMITH, MIKE (0000005)	***5789												
THOMPSON, MARY T (0000002)	***5789												
Subtotals													
Company Totals													

This upgraded software allows us to create more titles than we have done before. We have the same Regular, OT, DT, Sick, Vacation, Holiday and so forth, but if a client needs to see something specific to them, we can enter a new line to reflect that.

Example: "Saturday Rate" - "Training" - "Teaching" etc.

Company: YOUR COMPANY (81234567)
 Phone:
 Year: 2019
 Printed: 02/13/2019 4:32:13 pm
 TimeSheetPrint.vpt

Page 1 of 1

Taxes Liabilities

Paid/Pending Tax Liability

Payroll By X-act
www.X-act.co
(408)245-4787

Period: 2/28/2019 to 2/28/2019

Payroll Date	Status	Payment Number	Payment Date	Due Date	Taxable Wages	Tax Amount
Company: YOUR COMPANY (01234567)						
Tax: Federal						
2/28/19	Paid			3/6/19	7,463.25	643.72
Totals For Tax: Federal						\$643.72
Tax: FICA						
2/28/19	Paid			3/6/19	7,558.25	937.22
Totals For Tax: FICA						\$937.22
Tax: Medicare						
2/28/19	Paid			3/6/19	7,558.25	219.18
Totals For Tax: Medicare						\$219.18
Totals For Tax: 941						\$1,800.12
Tax: FUTA						
2/28/19	New			4/30/19	7,558.25	45.35
Totals For Tax: FUTA						\$45.35
Tax: CA State						
2/28/19	Paid			3/6/19	7,463.25	117.14
Totals For Tax: CA State						\$117.14
Tax: CA SUTA						
2/28/19	New			4/30/19	7,558.25	256.98
Totals For Tax: CA SUTA						\$256.98
Tax: CA ETT						
2/28/19	Paid			3/6/19	0.00	0.00
Totals For Tax: CA ETT						\$0.00
Tax: CA SDI						
2/28/19	Paid			3/6/19	7,558.25	75.59
Totals For Tax: CA SDI						\$75.59
Totals For Company: YOUR COMPANY (01234567)						\$2,295.18

Company: YOUR COMPANY (01234567)

Year: 2019

Printed: 02/13/2019 6:32:14 pm

PaidPendingTaxLiabilityReport.rpt

Page 1 of 1

Payroll Summary

Payroll By X-act
www.X-act.co
(408)245-4787

Payroll Summary

Pay Frequency: Semi-Monthly
Pay Period: 02/16/2019 to 02/28/2019 Check Date: 02/28/2019

Gross Pay : \$7,598.75
Net Pay: \$5,798.60

Taxes	Type	ER Rate	Taxable Wages	Deposit Responsibility Client		Deposit Responsibility Payroll Company		Tax Totals
				EE Withheld	ER Contribution	EE Withheld	ER Contribution	
Federal - 941	Federal		7,463.25	643.72	0.00	0.00	0.00	643.72
	FICA	6.20	7,558.25	468.61	468.61	0.00	0.00	937.22
	Medicare	1.45	7,558.25	109.59	109.59	0.00	0.00	219.18
	Federal - 941			\$1,221.92	\$878.20	\$0.00	\$0.00	\$1,800.12
FUTA	FUTA	0.60	7,558.25	45.35	45.35	0.00	0.00	45.35
State	FUTA			\$0.00	\$45.35	\$0.00	\$0.00	\$45.35
State	CA ETT	0.10	0.00	0.00	0.00	0.00	0.00	0.00
	CA SDI		7,558.25	75.59	0.00	0.00	0.00	75.59
	CA State Income Tax		7,463.25	117.14	0.00	0.00	0.00	117.14
	CA State Unemployment (Employer)	3.40	7,558.25	0.00	256.98	0.00	0.00	256.98
Totals	CA			\$192.73	\$256.98	\$0.00	\$0.00	\$449.71
				\$1,414.65	\$880.53	\$0.00	\$0.00	\$2,295.18

Total Payroll Expense
2/28/2019
Total Employee Transactions 6

Checks	\$5,798.60	HSA Direct Deposits*	0.00
Direct Deposit	\$0.00		
Voids	\$0.00		
Taxes	\$2,295.18		
Deductions	\$377.50		
Invoice	\$0.00		
	\$8,471.28		

*HSA Direct Deposits are not added into the overall total. They are accounted for in the deductions amount.

Excludes Taxes That Are Your Responsibility

Total Amount Debited From Your Account

PTO/Sick/Vacation

Paid Time Off Detail with Liabilities

Payroll By X-act
www.X-act.co
(408)245-4787

Pay Frequency: Semi-Monthly
Pay Period: 02/16/2019 to 02/28/2019 Check Date: 02/28/2019

Employee			PTO Details							PTO Liability*	
Name ID	SSN	Accrual Start Date	Hire Date	Seniority Date	Rate	Beginning Bal	Earned	Used	Ending Balance	Ending Balance	
Paid Time Off Plan: PTO HOURLY											
PTO HOURLY											
JACOB, WENDY (00000004)	***8789		05/24/2018		0.003333300	38.31	2.28	0.00	40.59	\$819.67	
Smith, Allen (00000006)	***5555		08/01/2018		0.003333300	29.20	2.40	0.00	32.00	\$389.23	
SMITH, MARK (00000001)	***8789		01/01/2015		0.003333300	63.16	2.40	0.00	65.56	\$989.00	
SMITH, MIKE (00000005)	***8789		06/21/2018		0.003333300	28.28	2.29	0.00	30.57	\$402.35	
Paid Time Off Plan: PTO											
PTO											
ADAMS, JEFF (00000003)	***8789		05/23/2018		0.000000000	68.00	2.30	0.00	70.30	\$1,289.00	
THOMPSON, MARY (00000002)	***8789		01/01/2015		0.000000000	135.00	5.00	0.00	140.00	\$2,423.08	
Paid Time Off Plan: SICK HOURLY											
SICK HOURLY											
ADAMS, JEFF (00000003)	***8789		05/23/2018		0.003333300	52.37	2.38	0.00	55.15	\$994.50	
JACOB, WENDY (00000004)	***8789		05/24/2018		0.003333300	30.31	2.28	0.00	32.59	\$659.67	
Smith, Allen (00000006)	***5555		08/01/2018		0.003333300	29.20	2.40	0.00	32.00	\$389.23	
SMITH, MARK (00000001)	***8789		01/01/2015		0.003333300	49.16	2.40	0.00	51.56	\$779.00	
SMITH, MIKE (00000005)	***8789		06/21/2018		0.003333300	20.28	2.29	0.00	22.57	\$298.35	
Paid Time Off Plan: SICK											
SICK											
SMITH, MIKE (00000005)	***8789		06/21/2018		0.000000000	-8.00	0.00	0.00	-8.00	-\$104.00	

Company Totals:

\$9,269.07

\$567.29

0:00

30:42

536.47

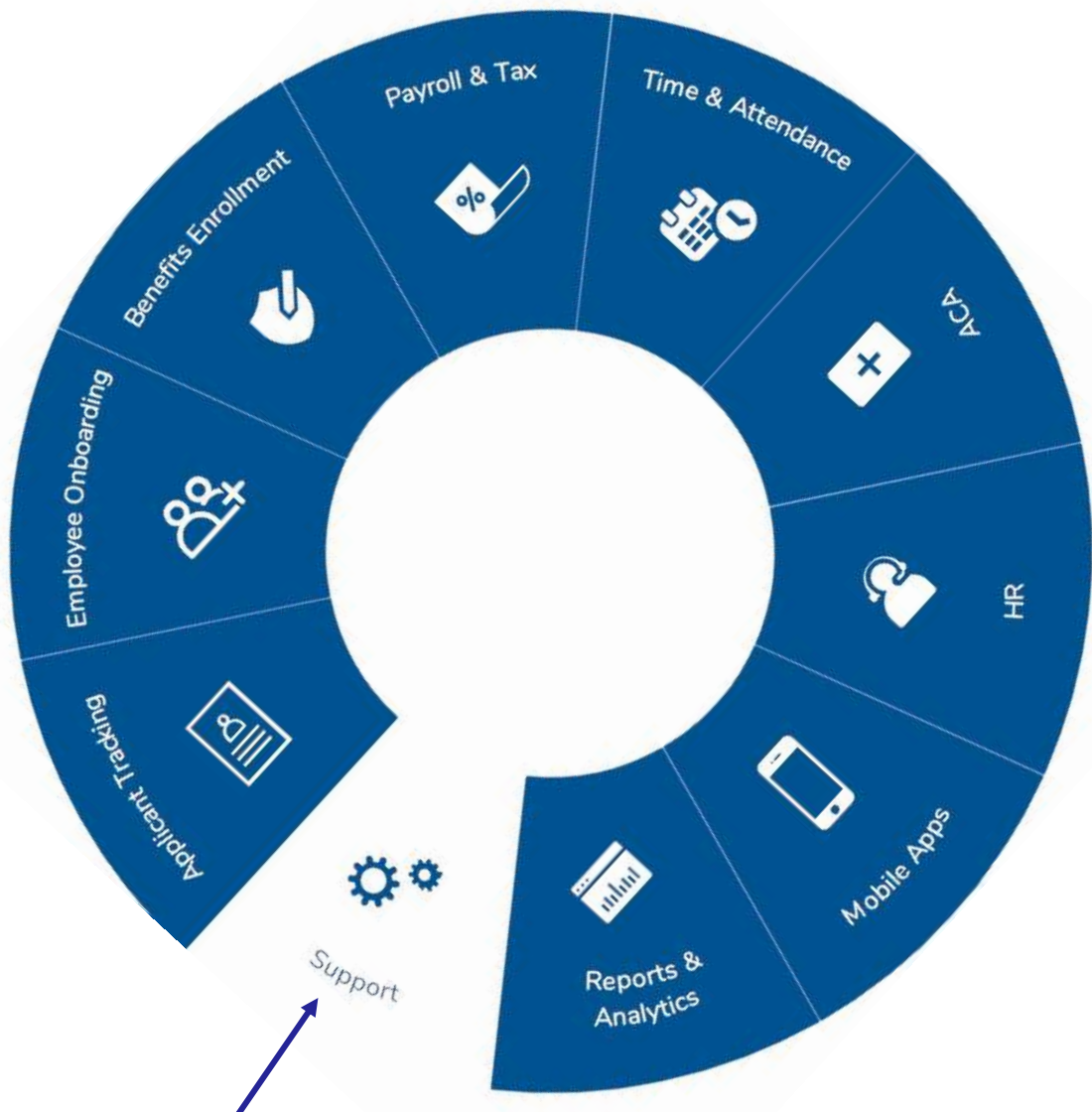
*Estimated Values
Company: YOUR COMPANY (01234567)
Year: 2019
Printed: 02/13/2019 6:32:16 pm
PaidTimeOffDetailWithLiabilitiesReport.rpt

Paid Time Off Sheet:

This is broken down by category, not just employee. As seen above the top section is vacation/pto accrued by hour works, below that is the vac/pto that is stuffed in and counted down. Then below that is the same, but for Sick.

A.P.E.X PROGRAM

The Advanced Payroll Execution for X-Act, allows X-Act to remain competitive in our abilities to process payroll, while retaining our small business values. We still primarily focus on the payroll aspect of processing, but this program does allow for areas such as HR, employee onboarding and Timeclocks to be intergraded more seamlessly.

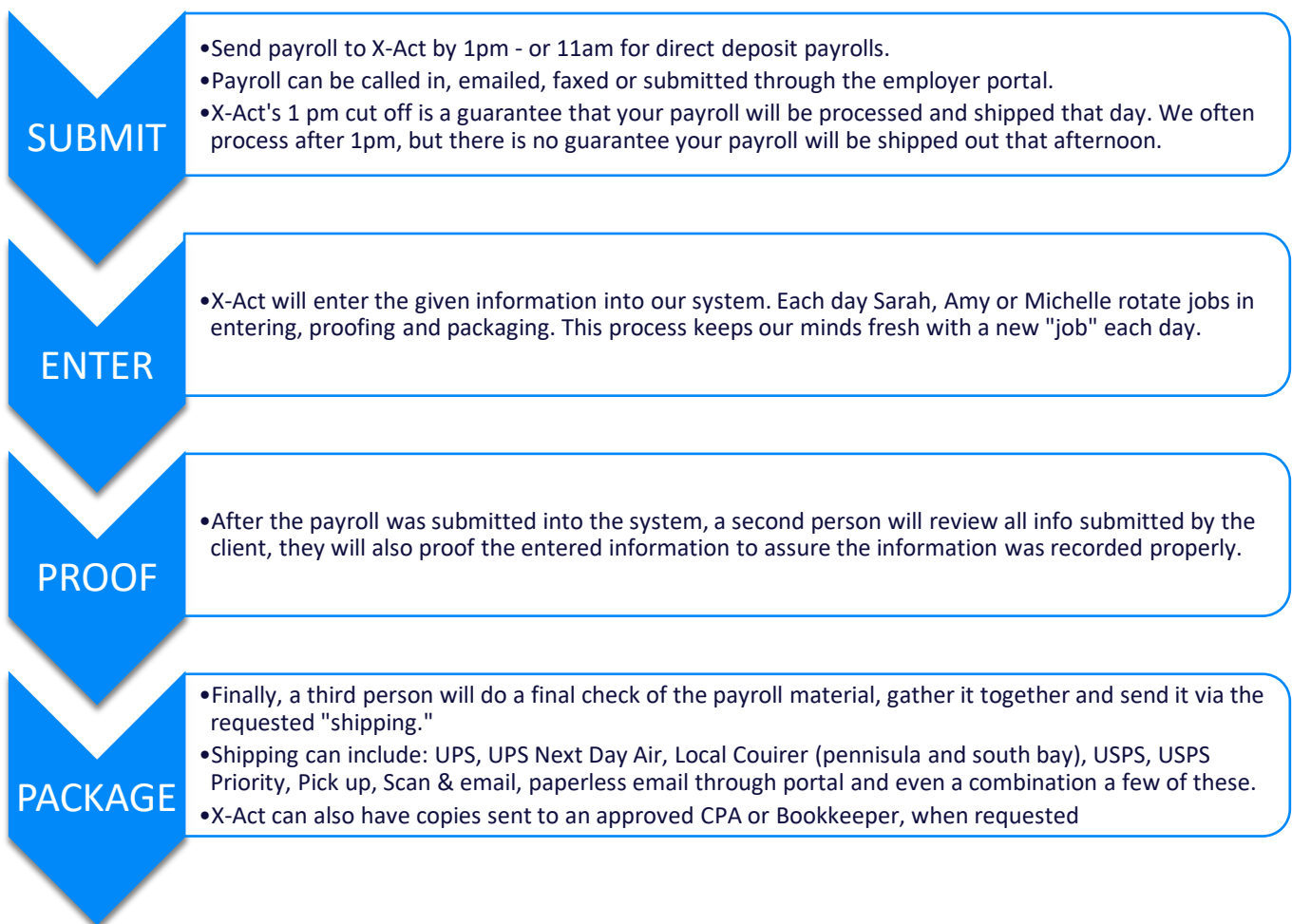


Customer service and support has always been X-Acts foundation. We continue to strive to give the best one on one care and attention that we understand payroll needs. We happily can now connect our level of service to the technological necessity of today's growing companies.

Payroll Processing

TIME PROCESS FOR PAYROLL

Regardless which program suits you better, X-Act payroll processing time is exactly the same for every client. From payroll set up to payroll processing, X-Act has the capabilities to run your information quickly and seamlessly. Below shows a typical day in processing payroll.



As stated above, there are countless options for your payroll and how we process it. Please contact us today to see how we can tailor fit payroll processing to your specific needs. Every client can truly have a unique payroll experience in using X-Act's services.

PAYROLL PORTALS



Payroll Portals

ACCESS FOR PAYROLL PORTALS THROUGH A.P.E.X.

Payroll by X-Act program has 3 portals for different users. Employer, Bookkeeper/CPA and Employees.

Employer – on – the – go

This is an all in one employer portal where you can:

- Enter payroll
- Calculate manual checks
- Manage HR documentation
- Manage employees information and documents
- Track clock in and outs, breaks, and lunches
- View and print reports ...and so much more.

Reports for employers – on – the – go

This is primarily for bookkeepers and CPA's

- Can see reports for all clients, under 1 login and password
- Download entire payroll packages, individual PDFs and General Ledgers, such as Quickbooks IIL files.

My employer – on – the – go

This portal is for the individual employee use

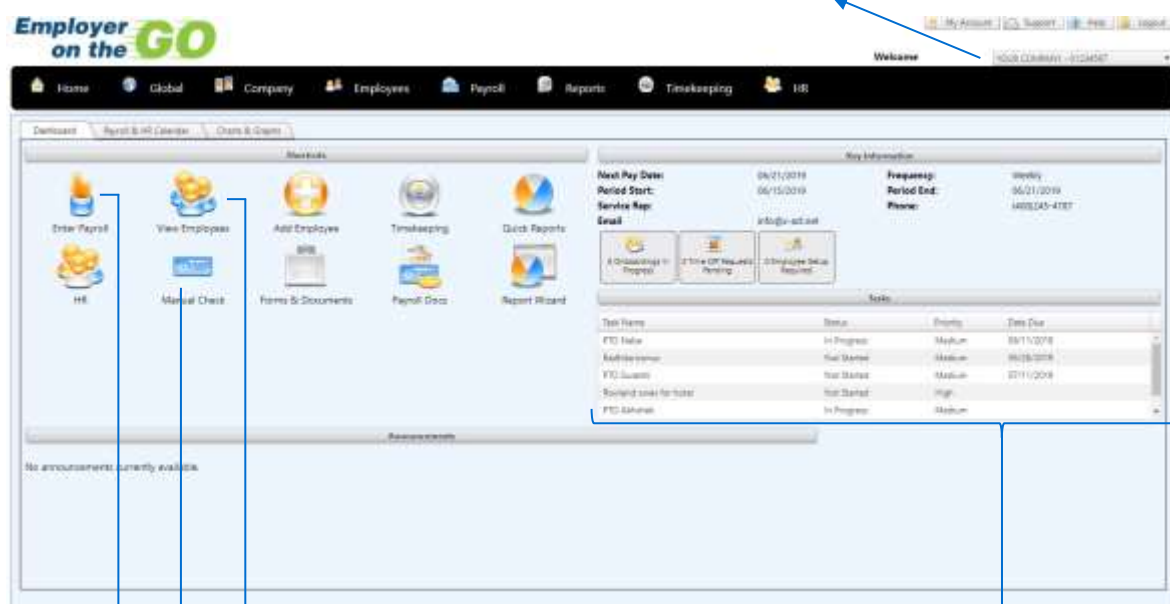
- Different access is allowed for what employees are allowed to see and use. Items within the program can be set to allow different access per the employer's request. Such as:
 - Time clocks – allowing clocking in and out
 - Vacation, Sick or PTO time off requests
 - Ability to change personal information
 - Viewing of check stubs and more.

Each of these websites can be accessed through a variety of devices and internet providers. They are also each secured with individual user names and passwords. Once the ID and Password is set, it can be changed to fit your needs.

EMPLOYER ON THE GO

Homepage:

As an employer you may have multiple companies or as a bookkeeper you can have one login for multiple companies



View current employee list, make changes or updates

Figure numbers to process a manual check for an employee, could be used for terminations, bonus or checks in between pay periods. You can also add the manual entry to the next payroll for tax processing.

Simply fill in the blanks on the next screen to process payroll. If you have elected to submit your payroll to X-Act this would be where that is done.

This "task" bar is where information would show up if it needed attention before your next payroll run. For instance, if you need to add an additional deduction or misc amount to Jane Doe's next payroll, you can add a task and prioritize it here so it is not missed.

REPORTS FOR EMPLOYER ON DEMAND

CPA and/or Bookkeepers homepage.



Companies	ReportBatches	Reports	Logout
Company Selection			
Company ID	Company Name	Report Count	Last Report Date
00002353	ABC COMPANY	26	6/18/2019 10:58:00 AM
00003031	DR OLD MACDONALD	23	6/18/2019 10:58:01 AM
00002806	123 LLC INC.	33	6/18/2019 10:58:01 AM
01234567	YOUR COMPANY	10	6/18/2019 10:58:01 AM
1			
© 2009 - 2019 Apex Software Technologies, Inc. All Rights Reserved. Using this site means you accept these terms.			

List of all companies you provide services for under one ID

Within each of the companies, once clicked the following screen will show reports for that specific company.



Companies

ReportBatches

Reports

Logout

Report Batch Selection - YOUR COMPANY (01234567)

Type: All

Date Range: All

File Name	Created	Download Zip File
DOCUMENTS FOR 06-07-2019	5/28/2019	Download Package
DOCUMENTS FOR 05-31-2019	5/28/2019	Download Package
DOCUMENTS FOR 02-28-2019	2/13/2019	Download Package

© 2009 - 2019 Apex Software Technologies, Inc. All Rights Reserved. Using this site means you accept these terms.

Click here to open a specific payroll run, here you can view or download individual reports

Payroll date

This would download all pages from the payroll package in one ZIP file.

INFORMATION ABOUT
**DIRECT
DEPOSIT**



Direct Deposit

DIRECT DEPOSIT IS AVAILABLE

All or any part of an employee's check may be deposited into one or more accounts at any bank or financial institution accepting Automated Clearing House transactions.

Three banking days will be required to clear funds, and the deposit to the employee's account will be made on the third banking day. For example, if you call in your payroll Wednesday morning before 11:00am, your employees will have their checks available that Friday.

The cost for this service is \$13.25 per payroll run plus \$0.35 per ACH transaction. These fees will be debited directly from your account when the direct deposit amount is debited.

Please refer to our website for banking holidays. We are unable to move funds on holidays where banks are closed. Please make arrangements to make sure payroll is on time.

If you have any questions, or would like to begin automatic deposits, please call us at (408) 245-4787. We will be happy to supply you additional information and authorization forms.

Options: Payroll Cards

WHAT IS A PAYROLL CARD?

Payroll Cards replace paper checks and give employees immediate, flexible access to their pay on payday. They reduce your time away from work to pick up your paycheck, and eliminate expensive check cashing fees. Cards can be used to access cash at ATMs, and to conduct both PIN-based and signature-based transactions. They are much safer than carrying cash, as all cards come with protection against fraudulent charges. Payroll cards are a great money management tool, providing real time transaction information available by phone, web and text messaging

TIPS FOR AVOIDING FEES

A payroll card is typically less expensive than using a check-cashing service and paying bills with money orders or cashier's checks. And, a payroll card is much safer than carrying large amounts of cash. There are many ways to use a payroll card at little to no cost. Here are a few quick tips:

- Take advantage of the safety features of your card Take advantage of the safety of carrying a payroll card. Leave your pay on the card and use it to make purchases or withdrawals as they arise. Your card is accepted at merchants all over the world, so you can keep your funds safe and secure on your card until you need to spend them.
- When paying for purchases, use as credit with the swipe and sign method Merchants will ask if you are using your card as a credit or debit; choose credit and sign your receipt. Signature transactions are always FREE.
- If you need cash, look for ATMs in the Allpoint ATM Network You can withdraw cash with no fees at any ATM in the national Allpoint ATM network. There are more than 55,000 terminals in the U.S. Search for Allpoint ATMs near you at www.allpointnetwork.com. As an added convenience, you may also withdraw cash at any MasterCard ATM outside the Allpoint Network, but there will be fees associated with those withdrawals.
- Get cash back at merchant POS terminals many merchants offer the ability to get cash back when you make a purchase. You will enter your PIN and be allowed to get cash back when you make your purchase. A .50 cent fee applies for PIN purchases, but the fees are less than those incurred when you withdraw cash at ATMs outside the Allpoint Network.
- Keep track of your balance by tracking your spending and balance, you avoid transaction decline fees that may apply. Check your balance any time FREE online at www.payment-card.com or by calling 1-888-621-1397 and following the menu options. You may also elect to speak to a live agent. Customer service calls are always FREE.
- Keep your card in a safe place Fees apply if your card is lost or stolen. Always safeguard your card by keeping it in a safe place, not letting others use your card, and always carrying it with you.

Questions about Cards

How do I activate my Card? Call 1-888-621-1397 to activate your Card. You will need the last 4 digits of your social security number and the security code on the back of your card to access your card. During this call, you will receive a Personal Identification Number (PIN) that can be used for ATM and cash back transactions. You may keep the PIN assigned to you or change your PIN at any time by calling the number on the back of your Card and selecting a PIN of your choice.

How does the Card work? Once your Card is activated, your employer will fund your Card representing pay due to you. You can use your Card to make purchases and get cash back anywhere debit cards are accepted worldwide, or withdraw cash from ATMs in participating networks.

How can I check the balance on my Card? Balance and transaction details are available FREE to you online at www.payment-card.com or by phone at 1-888-621-1397. Are there any fees for using my Card? See the Cardholder Agreement for a complete list of fees.

How do I make a purchase with my Card? Use your Card at merchants by presenting it in person, online or by phone. Merchants should submit amounts that are equal to or less than the current Card balance. Approved transactions will be deducted from your Card balance immediately. Swipe and sign or use your PIN.

Do I need a Personal Identification Number (PIN) to use my Card? You can use your Card with or without a PIN. Select “credit” and sign the receipt (signature transactions are always free of charge); or, select “debit” and enter your PIN (a transaction fee will apply when you use your PIN. See terms on your card program for specific pricing.)

Can I use my Card at ATMs? Yes. You can withdraw cash at any ATM in the Allpoint Network with no fees. You can also withdraw cash at any ATM outside the Allpoint Network but there will be fees associated with those withdrawals. The amount you can withdraw at one time is governed by the ATM owner and may vary. There are also daily withdrawal limits on your card outlined in the cardholder agreement.

Can I get Cash Back with purchases? Yes, if the merchant is set up to provide this service. You must enter your PIN on these transactions. A fee will apply for PIN purchases.

What do I do if the Card is declined? A transaction will be declined when the amount submitted by the merchant is more than the available balance on the Card. You may be able to pay the difference with cash, check, credit card or check card. This is subject to the merchant’s procedures.

Can I use my Card for gas purchases and “pay at the pump?” We suggest you go inside and ask the cashier to authorize an amount within the remaining Card balance. If you “pay at the pump,” an average purchase of gas will be preauthorized because the final amount is unknown. This amount changes as retail gas prices change. It can be up to \$75. If your Card balance does not cover this pre-authorized amount, your attempt to pay at the pump will be declined. Also, the amount pre-authorized will be on hold and restricted from use until the merchant settles the transaction. Restaurants, hotels and other merchants may pre-authorize in this same manner.

What do I do if my Card is lost or stolen? You should report your Card lost or stolen immediately by calling toll free 1- 888-621-1397.

What happens if I leave my current employer? Your employer has no responsibility for the Card, or for your use of the Card. You may keep your Card after your relationship with your employer has ended. You may provide your new employer with the bank routing and account number associated with your Card and begin direct deposit of pay by your new employer. Call 1-888-621-1397 to obtain this information.

Prepaid Payroll Card

PAYMENT CARD – CARDHOLDER SERVICES AND FEES

SERVICE	FEE
800 calls for automated or live agent customer service	FREE
ATM Withdrawal – in US in Allpoint ATM Network <i>Maximum \$1,000 per day</i>	FREE
Bill Payment Via Internet	FREE
Card Issue Fee	FREE
FREE Consumer reloads at participating locations <i>Maximum \$2,500 per day</i>	FREE
Employer Value Loads	FREE
Monthly Maintenance Fee	FREE
POS or PIN Decline	FREE
Signature Transactions	FREE
SMS Text Messaging	FREE
Statement printed and mailed	FREE
Cash Withdrawal over the counter in bank <i>Maximum \$2,500 per day</i>	1 FREE per value load then \$5.00
Transfer Funds to Bank Account <i>Maximum \$2,500 per day</i>	1 Free per value load then \$2.00
Lost/Stolen card replacement	\$5.00
Issue and mail secondary card	\$5.00
Inactivity Fee <i>(After 6 months of no activity)</i>	\$2.95 per month
ATM withdrawal – in US outside Allpoint Network <i>Maximum \$1000.00 per day</i>	\$3.00 ATM owner surcharge may also apply
Expedited shipment of card	\$15.00
ATM Decline	\$1.75
ATM Balance Inquiry	\$.50
PIN Transaction <i>Maximum Cash Back \$500.00 per day</i>	\$.50
Purchases with or without a PIN limited to \$2500 per day	

FORMS



X-Act Website & Forms

WWW.X-ACT.CO

X-Act's website is a great place to find out a little bit more about us, what our holiday schedule is like for office closures and an all-in-one stop for every form you would need for a new hire, direct deposit, automatic payroll processing and more.

Recently updated, our website now has more forms and in order to keep this for X-Act clients, we have updated this portion of our site to be password protected. If you are interested in browsing this part of our website, please contact us for further information.



CONSTANT CONTACT

We want to make sure that our clients are up-to-date with relevant information about services or new laws, so please opt into our contestant contact email list. We send on average about an email every 3-4 weeks, keeping our clients in the know.

THANK YOU

We all want to thank you for your interest in Payroll by X-Act, we truly hope to work with you in the future and help you out will all your payroll needs. Please feel free to contact us with any questions or payroll issues you may have.