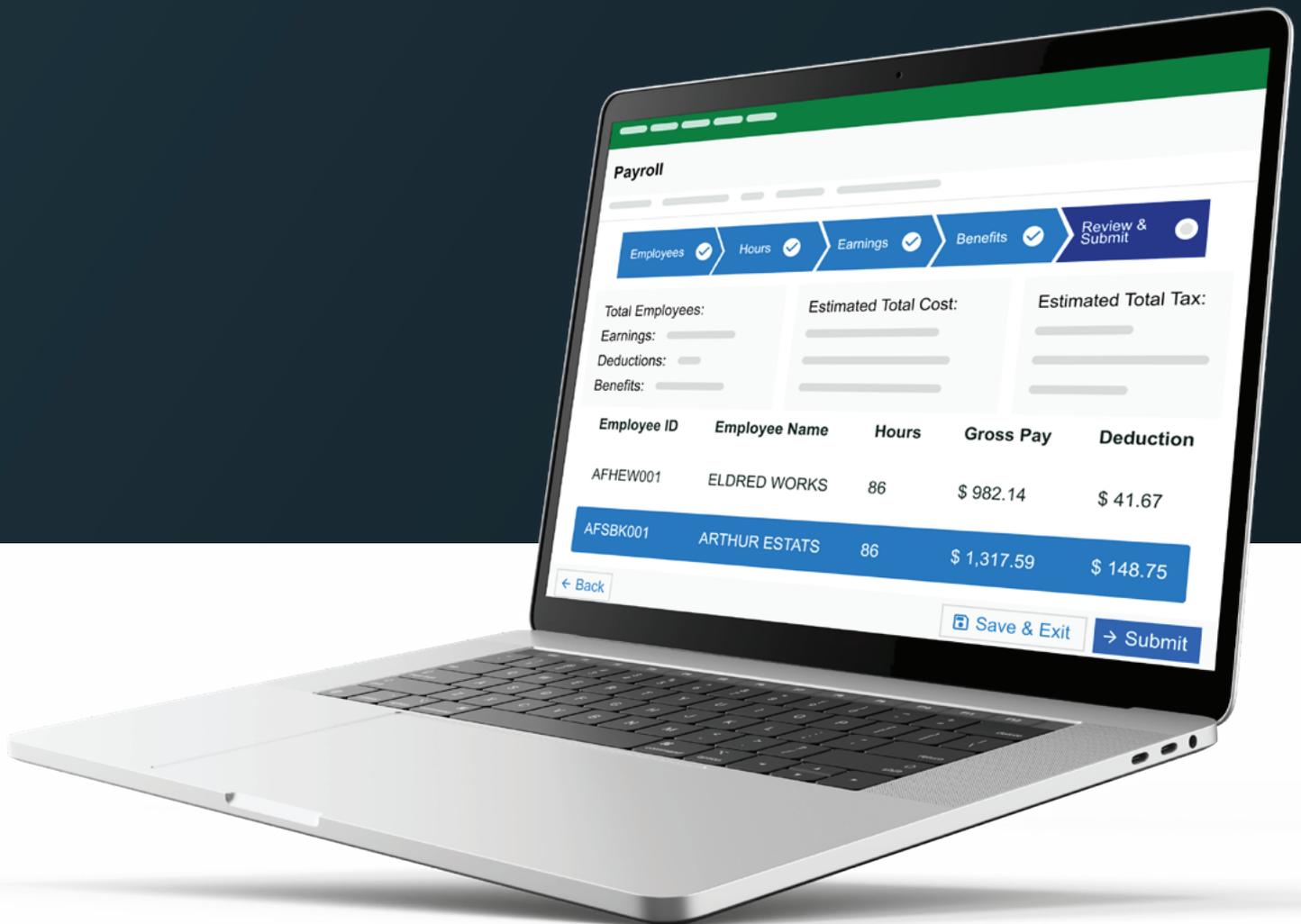


# How Greenshades Can Simplify & Automate Complex Payroll Taxes



**Greenshades**

# INTRODUCTION

---

**In an era when workers can be disbursed across multiple states and jurisdictions, payroll teams are forced to address new levels of payroll complexity.**

From managing multiple filing deadlines to complying with varying withholding rates and standards for different jurisdictions, today's payroll professionals have their hands full. In such an environment, even the most seasoned payroll veteran may contend with process changes, workflow disruptions, and bottlenecks. And if their platform isn't flexible enough to accommodate these changes, manual workarounds may become necessary—opening the door for delays, stress, and errors.

In addition to introducing inefficiency into the payroll process, these dynamics also dramatically increase the potential for compliance violations and unwarranted attention from the Internal Revenue Service (IRS).

At Greenshades, we understand the challenges payroll teams face. We've designed our all-in-one cloud Payroll, HR, and Tax solution to work in unison with any ERP (Enterprise Resource Planning) system and take the stress out of payroll processing.

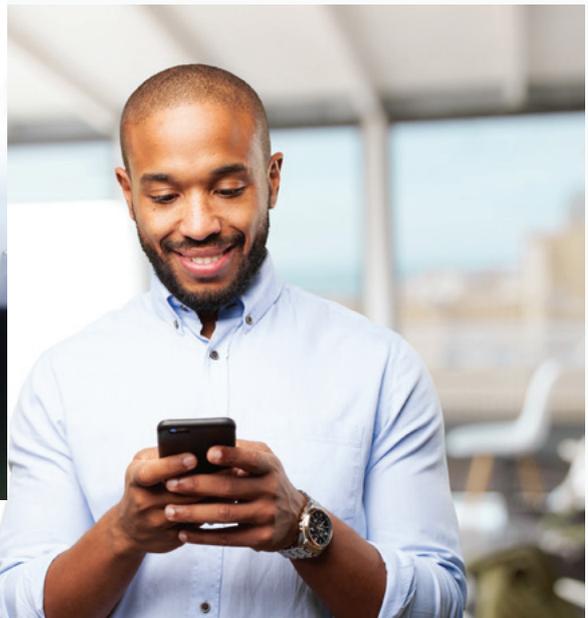
Payroll tax policies are numerous, complex, and tend to change on a regular basis... especially if you work within a multi-state environment. At Greenshades, we've dedicated our business to keeping pace with these complexities so you don't have to. This ebook provides an overview and introduction to some of the more challenging aspects of payroll tax policy, but feel free to reach out to our team so we can help with your unique and specific needs.

# TABLE OF CONTENTS

## LEARN WHY

---

1.	Managing Payroll Across Multiple Tax Jurisdictions	03
2.	Ensuring Compliance with Tax Jurisdictions and the Affordable Care Act	05
3.	Calculating Overtime, Garnishments, and Benefits	07
4.	Meeting a Myriad of Reporting Deadlines	09
5.	Keeping Accurate, Up-to-Date Employee Records	11



# Managing Payroll Across Multiple Tax Jurisdictions

If you have employees residing or working in multiple states, cities, and/or counties, you might be using spreadsheets to calculate taxes and track reporting deadlines for each jurisdiction. Even if you don't currently have employees that are geographically disbursed, the increase in remote work means you probably will in the future. As complexity grows, manual spreadsheets become an increasingly inefficient (and inaccurate) way to manage payroll taxes.

## More States, More Problems

The more cities, counties, and states your employees work across, the more deadlines your payroll team must keep track of and meet. In addition to increasing the potential for human error, this organizational stress factor can keep employees buried in administrative tasks instead of productive and strategic endeavors.

## The Greenshades Payroll & HR Platform Advantage

Automatically update, select, calculate, and deduct employee and employer payroll taxes (and other withholdings) based on an employee's work and home location, as well as their filing status. Our solution also automatically manages tax calculations to account for reciprocity agreements—factoring in employees' home and work locations—making it easier to stay compliant.

## Float-Free Payroll

When you outsource payroll to a third-party payroll service, you are typically required to pre-fund an account for taxes.

## The Greenshades Payroll & HR Platform Advantage

At Greenshades, we believe your money is your money. That's why we ensure all tax deposits are submitted directly from the specified bank account to appropriate government agencies. This benefit also simplifies making tax payments from multiple bank accounts.



---

## Take the Quiz to See If a Cloud-Based Payroll and Tax Solution Is Right for You!

Throughout this eBook, follow along and answer the questions in each section. At the end, you'll tally your results to see if the Greenshades Payroll & HR Platform could be the answer to your payroll tax stress.



# TAKE THE QUIZ



- 1 Are you currently manually updating employee and employer payroll taxes?  
 Yes  No
- 2 Do you have employees that live in one state and work in another?  
 Yes  No
- 3 Do you have to pay tax deposits from multiple bank accounts?  
 Yes  No

# Ensuring Compliance with Tax Jurisdictions and the Affordable Care Act

Compliance is a moving target. Keeping up with numerous compliance requirements across tax jurisdictions—in addition to the federal regulations that change every year. But Greenshades simplifies and streamlines the entire process.

## Automate Tax Rates

Ensuring federal, state, and local tax rates are kept up-to-date and accurate is a lot of work for just one jurisdiction—let alone when your employees are living and working across multiple jurisdictions. Your payroll team also needs to manage the tedious process of submitting tax returns to multiple states through various websites, logins, and workflows.

### The Greenshades Payroll & HR Platform Advantage

For each employee, tax rates are automatically updated for you and electronic tax returns are generated and submitted based on that jurisdiction's formatting and reporting requirements. All tax deadlines are automatically calculated so nothing gets missed.

## Simplify Insurance Complexities

The Affordable Care Act (ACA) introduced a whole new level of complexity to payroll tax requirements, including generating accurate 1095-C forms for employees and the IRS. It is a challenge for payroll to know which employees must be offered insurance and then ensure those employees are offered qualified health insurance based on ACA guidelines.

### The Greenshades Payroll & HR Platform Advantage

An all-in-one, cloud-based solution like the Greenshades Payroll & HR Platform helps you automate setting up and managing your unique ACA requirements. With active warnings and notifications throughout the year regarding ACA coverage levels, your payroll team can proactively address any non-compliant plans and offerings. This helps you avoid having to file a 1095-C that shows insufficient coverage levels at year-end, and it makes things easy as 1095-C forms are automatically distributed directly to recipients and the IRS.





# TAKE THE QUIZ



- 1 Is it a challenge for your payroll team to build compliant electronic tax returns?  
 Yes  No
- 2 Do you waste time logging into multiple jurisdictions' unfriendly web portals?  
 Yes  No
- 3 Do you struggle adhering to the complexities of the ACA?  
 Yes  No

# Calculating Overtime, Garnishments, and Benefits

Add-ons to an employee's payroll taxes — such as child support, garnishments, or tip credits — can up the complexity even further for payroll teams. The Greenshades Payroll & HR Platform simplifies these issues by automatically calculating and tracking the following:

## Deductions and Garnishments

● Do any of these challenges sound familiar?

- It's difficult to figure out what portion of employee earnings are eligible to be garnished
- You struggle to understand the priority when multiple orders are active
- You don't know how to prorate deductions when multiple orders of the same priority—such as child support—are active for an employee.

The Greenshades Payroll & HR Platform Advantage

● Automatically calculate an employee's disposable income and apply the maximum amount of child support or other garnishment available—all while ensuring the employee's minimum payment thresholds are met. Your organization stays compliant, and both the employee and the child support recipient are protected.

## Minimum Wage

● With minimum wage rates varying across state lines, it's a natural challenge for payroll teams to keep track of which employees require what wage. Factor in tips, and you've got even more complexity.

The Greenshades Payroll & HR Platform Advantage

● Ensure employees are not underpaid by automatically applying a minimum wage credit to any employee falling below defined minimum wage levels—including tipped employees with tip credits.



## Overtime

Calculating overtime payouts for hourly and other eligible workers is a time-consuming task when done manually.

## The Greenshades Payroll & HR Platform Advantage

Benefit from automatic overtime premium management and calculation—removing the burden from your payroll staff. The technology seamlessly incorporates an employee's timesheet to calculate overtime hours based on the workweek, and factor in rate of pay and jurisdiction.

## Additional Benefits

If your team is bogged down with managing taxable versus non-taxable employee benefits and deductions, the Greenshades Payroll & HR Platform makes benefit and deduction code management easy. With preloaded and custom categories assigned to each code, your staff will not be stressed managing Roth versus traditional 401(k) plans and much more.

# TAKE THE QUIZ



- 1 Do you have to factor tips into payroll for employees with varying minimum wage requirements?  Yes  No
- 2 Do you have hourly workers for whom you need to manually calculate overtime?  Yes  No
- 3 Does your payroll staff spend significant time managing benefits and deductions?  Yes  No

# Meeting a Myriad of Reporting Deadlines

The end of one calendar year and the beginning of the next can be the most stressful and chaotic time for payroll staff, taking them away from more important tasks. From processing mountains of W-2s to ensuring each document gets to the right person on time, this can create unnecessary bottlenecks in your organization.

## Streamline W-2 Distribution

Recipients for W-2 tax forms at year-end don't just include employees. You'll have to send them to the Social Security Administration (SSA), and each state might have additional deadlines and filing requirements.

The Greenshades  
Payroll & HR  
Platform Advantage

See previews of W-2 forms throughout the year and automate the distribution process at year-end.

## Eliminate Manual Reconciliations

Manually reconciling W-2 and 941 totals during year-end is an arduous process.

The Greenshades  
Payroll & HR  
Platform Advantage

Federal 941 returns are generated and reported by the solution to the IRS each quarter, and then automatically reconciled with W-2 forms at year-end before reporting to tax agencies.





# TAKE THE QUIZ



- 1 Does your payroll staff experience stress and bottlenecks at year-end?  
 Yes  No
- 2 Does your organization still perform manual reconciliation?  
 Yes  No

# Keeping Accurate, Up-to-Date Employee Records

If your payroll team is keeping track of employee information and records in spreadsheets, you could see costly mistakes and inaccuracies that drain both productivity and employee confidence. More importantly, this is not a secure way to handle sensitive information, putting your company and employees at risk of breaches and fraud.

## Proactively Avoid Tax Compliance Headaches



Having invalid and/or inaccurate Social Security Numbers on file results in wasted time and money when W-2s are rejected at year-end.

The Greenshades Payroll & HR Platform Advantage



The Greenshades Payroll & HR Platform checks and verifies employee Social Security Numbers and addresses upon hire. When you ensure employee information is accurate and compliant from the start, you eliminate problems down the road.

## Be Compliant from the Start



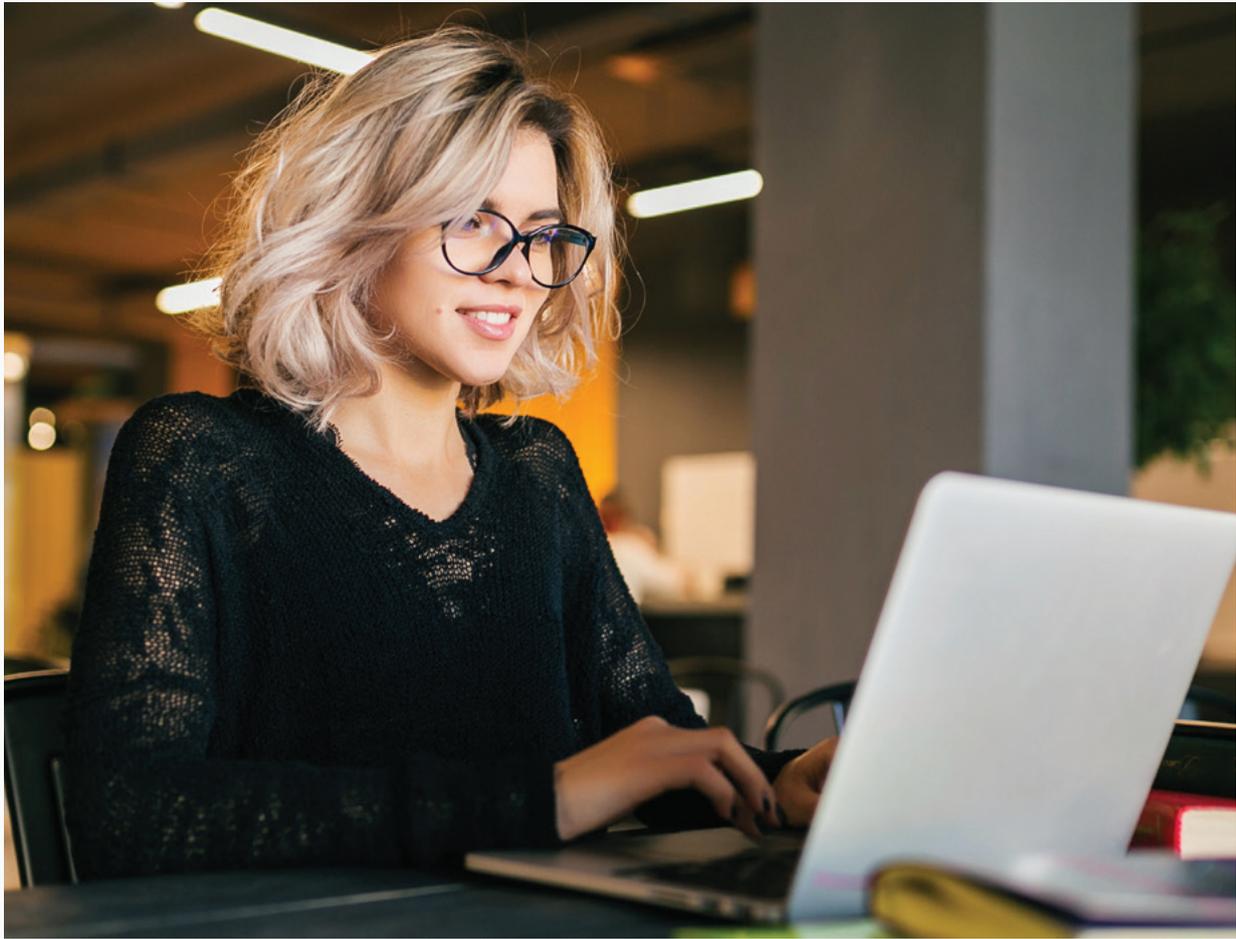
The paperwork involved with a new hire sets the stage for either smooth-sailing or rough waters come tax season. It's critical to ensure all employee tax withholding documentation is collected and properly applied within your payroll solution. Manual, paper-based processes make this extremely difficult.

The Greenshades Payroll & HR Platform Advantage



Using a simple online wizard, you can automate the onboarding process—guiding new hires through company policies and tax document completion. Your organization will stay compliant with internal and external mandates while new employees fill out all paperwork on time and in entirety. You can also set default work locations, including a work-from-home type, to ensure the appropriate taxes get assigned based on the employee's primary working location.





# TAKE THE QUIZ



- 1 Do you frequently have W-2s rejected at year-end?  
 Yes  No
- 2 Do you find your team needs to backtrack on paperwork to ensure accuracy and consistency?  Yes  No
- 3 Would your staff better use their time if new employees could usher themselves through onboarding?  Yes  No

# Why Choose the Greenshades Payroll & HR Platform?

---

The Greenshades Payroll & HR Platform is the only solution you need to simplify and automate payroll, taxes, and compliance. With our unified, integrated cloud platform and advanced expertise, you can:



## Keep Your Money

---

We never hold your funds. Tax deposits are transferred from your specified bank account directly to the receiving government agency.



## Achieve Compliance with Complete Control

---

The Greenshades Payroll & HR Platform enables you to stay compliant while keeping payroll and taxes in your hands. You can align your payroll processes to your needs and know you always have the final authority when making tax and payroll decisions for your business.



## Support an Anytime, Anywhere Workforce

---

Our all-in-one approach to payroll, HR, taxes, and compliance—with seamless integration to your ERP system—means you can manage the entire employee lifecycle in one, cloud-based solution.



## Leverage 20 Years of Experience

---

Our knowledgeable payroll, HR, and tax experts help you establish best practices and proactively avoid problems. We're not just problem solvers, we're problem preventers.



# More Reasons You'll Love Working with Greenshades

## We Understand Your Challenges

Our solutions and services are designed to meet the unique HR and payroll needs of mid-sized companies, with a particular expertise in the staffing, transportation, healthcare, and deskless workers sectors.

## Tax and Compliance Expertise

From union contracts to region-specific pay rules and shifting legislative landscapes, we'll navigate the most complex compliance challenges, so you don't have to.

## Engage and Delight Your Employees

Finding, retaining, and cultivating talent is crucial to your success. With earned wage access, healthcare cost assistance, and more, we make it easier than ever to keep your employees happy.

## Industry-Leading Customer Service and Care

Our commitment to providing our customers with the highest level of support and satisfaction possible has earned us outstanding reviews on GetApp, Capterra, and more.

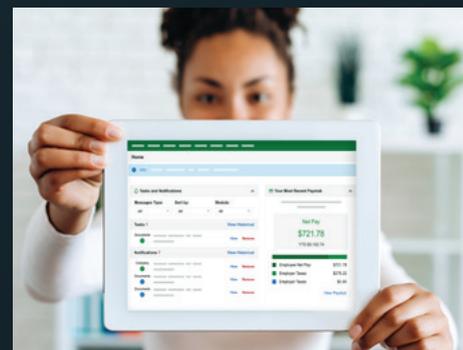
## What's Your Score?

If you answered "Yes" to three or more of the questions throughout this eBook, it's time to explore how the Greenshades Payroll & HR Platform could be your ticket out of your payroll tax challenges.

## Learn more about the Greenshades payroll, HR, and tax platform:



Let's review your current payroll process and how we can provide a more flexible solution to meet your payroll needs.



THANKS