

PRODUCT BRIEF

AT&T PeopleSoft BPO Payroll Service

Simplify Your Payroll Process and Save Money, Too!

Wouldn't you like a better way to manage payroll so you add efficiency and reduce costs? Or a headache-free approach for staying on top of complex tax regulations and withholdings?

No organization can escape the exacting, time-consuming task of payroll processing entirely. But outsourcing to AT&T Hosting & Application Services simplifies your efforts and saves you money. Using PeopleSoft's Human Capital Management, AT&T's payroll specialists will work with you to deliver flexible services that fit your business.

Tap Our Experience...and Free Your Staff

To process payroll, you need to handle personnel wage information, tax calculations and disbursements to employees and organizations with 100% accuracy and timeliness. Doing it yourself takes dozens of steps – each an opportunity for mistakes.

And if you outsource, you may be paying hidden costs, such as "float" – interest income accrued between the time your payroll service transfers funds into its account and when payroll checks and taxes are actually paid.

AT&T offers business process outsourcing (BPO) for payroll, payroll tax and W-2 preparation that's efficient and timely – with predictable, affordable pricing. You're not nickel-and-dimed with charges per check or per file...and you retain full access to your PeopleSoft application.

Our Payroll Service is built on 18 years of payroll experience and a dozen years of PeopleSoft-specific payroll experience, gained from AT&T's 2006 acquisition of USi. Our know-how and tools save you time, reduce your risk

of errors and keep dollars in your pocket...while freeing your staff to focus on other vital projects.

An Adaptable Approach

Adaptability is key in our approach...working with you to determine which tasks it makes sense for us to handle while ensuring that you retain complete visibility. We can:

- Process payroll directly from your payroll database – efficiently and securely. No need to transfer sensitive data back and forth
- Create and verify pay calendars
- Develop paysheets based on your schedule
- Upload payroll time into PeopleSoft from your time-keeping system and verify totals
- Enter one-time paysheet transactions, such as overtime
- Process additional items, such as incentive or bonus payments
- Handle new-hire reporting
- Serve as backup for payroll processing and payroll data entry
- Process final calculations of payroll
- Process payroll confirmations
- Print and distribute checks and advices per your instructions
- Create and verify bank receipt of direct deposit and positive pay files
- Process off-cycle payments
- Issue replacement checks at your request
- Print and distribute W-2s and supply you with copies

BENEFITS

- Offload exacting, time-consuming tasks while maintaining your PeopleSoft investment
- Free your staff for vital projects and new initiatives
- Avoid paying hidden costs
- Retain complete visibility into your systems and data
- Work with a named payroll team you know and trust
- Tap into more than a decade of PeopleSoft-specific payroll experience

FEATURES

- Business process outsourcing for payroll, payroll tax and W-2 preparation using PeopleSoft HCM
- Predictable per-employee pricing
- Payroll processed directly from your PeopleSoft database
- Flexible services that fit your business; pick and choose which functions to outsource
- Service level agreements on timeliness and completeness of processes



AT&T Payroll Tax Services

Quarterly

Calculate, file deposit and provide documentation for:

- Federal unemployment tax
- Federal tax return form 941
- State quarterly wage reports
- State unemployment insurance and disability reconciliation
- State and local income tax reconciliation

Annually

Print and distribute W-2s and W-2cs. Calculate and file the following:

- Federal unemployment tax return form 940 (including reconciliation of 941s to W-2 reports)
- W-3 transmittal of income and tax statements
- Federal 1099 forms
- W-2 wage and tax statements

Ongoing

- Prepare payroll tax filings and deposits
 - Process daily/quarterly tax data
 - Respond to agency inquiries regarding returns filed on client's behalf
 - Retain all tax documents and related data for a period that meets or exceeds legal requirements
 - File and deposit all federal, state and local tax liabilities
 - File state-required worksite reports
- Complete your withholding tax account applications
 - Pay most payroll taxes directly from your company bank account to the taxing jurisdiction

SLAs Bring Peace of Mind

Our years of experience let AT&T offer you service level agreements (SLAs) that ease your worries about transferring such an important piece of the business – payroll processing – to someone else. Examples of our SLAs include:

- 100% of checks and direct deposit advices generated and ready for the client
- 100% of federal, state and local tax return filings and payments completed before due dates
- 100% of replacement checks (i.e., stop payments and lost checks) generated and distributed by next business day
- 100% of requests to recreate a form W-2 within seven (7) days after AT&T's receipt of a request (except Jan. 1 to Feb. 15)
- 95% of requests for forms W-2c processed within seven (7) days after AT&T's receipt of a request

Services from a Provider You Can Trust

AT&T is a leading provider of services for the complete PeopleSoft application lifecycle. We can take full responsibility for your PeopleSoft enterprise applications, including:

Application Management

- Dedicated Solution Center 24 x 7 x 365
- Operational application monitoring
- Performance testing and monitoring
- Change management
- Patches, fixes and updates

Managed Hosting

- Hardware and full monitoring and management of network, servers, operating system and storage
- Hosting options that include utility computing on the AT&T Synaptic InfrastructureSM, traditional dedicated configurations, or a hybrid approach
- World-class customer support model, data protection, security, robust connectivity and 99.5% to 99.9% availability

Professional Services

- Software implementation
- Upgrades and migrations
- Enhancements such as new interfaces, customizations and functionality extensions
- Integration of processes and systems
- Evaluations to identify improvements
- Software selection for the right mix of PeopleSoft modules, third-party solutions and custom systems

Discover AT&T's PeopleSoft Benefits Administration Services, Too!

Whether at Open Enrollment or any other time, you don't want glitches in the technology you depend on for benefits administration. AT&T's Benefits Administration Services team has more than a decade of experience helping companies keep their PeopleSoft software in step with their benefits strategy. Here's a sampling of what we do:

- Test your setup to ensure everything works smoothly
- Integrate your vendors' technology so employees can choose plans, enroll and receive benefits without delays
- Run your Open Enrollment processing to prepare options, create forms, enter employee data into plans, generate files and finalize events
- Work as an extension of your staff to help plan, configure, test, activate and monitor system changes
- Add newly acquired employee groups to your plans and transition divested employees to another plan or system

AT&T Hosting & Application Services (H&AS) combines the power of AT&T's network, hosting capabilities and application expertise acquired with AT&T's purchase of USI.

For more information call 800.809.3003 or contact your AT&T Representative. Visit us at www.att.com/business.



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