

## During the COVID-19 outbreak, Payroll Processors is here to help meet your business needs

We are actively monitoring the COVID-19 situation as it evolves. We are taking action to continue supporting you with the highest level of service and professionalism. We built our business continuity plan to be ready for situations like this long before COVID-19 making the payroll processing a seamless transition to our clients. We will help you keep your business running and assist in supporting your employees through these ever-changing regulations being introduced by federal and state governments, such as paid sick leave and the Family and Medical Leave Act (FMLA).

We have a responsibility to our staff and clients to support social distancing and containment strategies by allowing our employees to work remotely from home; our staff will continue to be available to you. As you run payroll, we encourage you to help employees avoid a trip to the bank by setting them up for **Direct Deposit** or other electronic methods. If direct deposit is not an ideal situation for your company due to cash-flow issues, we also offer **Remote Print Back for Checks**. **Please ask about our Online Access.** We encourage all companies that currently call-in, email or fax in their payroll to contact us regarding **submitting payroll online**. This can be done from anywhere you have internet service and it is simple and easy for most clients. 90% of our client already utilize our online product and this enables clients to continue the payroll process without interruption. Please contact support to set this up.

As of now, all courier services have indicated that they will continue service. If State mandates shutdown, we will utilize US Mail per your instruction, although delivery may be suspect in-light-of the current situation. Net check amounts can also be emailed to you in order to write employee checks or they can be accessed online.

Please contact us in the same manner you have always done in the past.

Phone: 847-288-8080

Email: [support@payrollprocessors.com](mailto:support@payrollprocessors.com)

Most importantly, know that we will get through this together. Thank you for your business.