



RoundTableResources.com

ALLOWING STAFFING AGENCIES TO FOCUS ON WHAT THEY DO BEST. At Round Table your success is our only priority. Our dedicated and professional staff have all been on your side of the table. Let us bring our industry knowledge and best practices to your business providing a solid foundation for your continued growth. **Welcome to the Round Table.**



### Payroll and Tax Filings

- Direct Deposit/Pay Card/Live Check options including ability to print out of cycle checks in house
- Electronic timekeeping with timesheet approval routing
- Other time capture options including file uploads or VMS data exports
- Expense report tracking and approval
- Online pay stub portal for employees
- Payroll reports with custom options available
- Generate 401k contribution upload files
- PTO/Vacation time tracking and usage
- Filing and payment of required state/federal/local/school or special taxes
- Year-end W-2 printing and ACA 1095 forms

### Invoicing

- System capable of multiple week ending dates and billing frequencies
- Custom invoice templates including approved timesheet backup
- Electronic or mail delivery of invoices
- For VMS billing, invoices will be verified for accuracy against VMS sites via log in provided by customer
- Invoices delivered utilizing your email address and logo
- P.O. tracking
- Facilitate delivery of all necessary billing information to your funding partner

### A/R Management

- Maintain detailed A/R aging
- Cash application if needed
- A/R service specialist focused on collecting your receivables in a timely manner with attention to maintaining a positive customer experience
- Active tracking and communication regarding delinquent payments
- Demonstrated history of significant DSO improvements among our clients

### Reporting Services

- Custom commission reports developed to meet your specific reporting needs
- Sales/Gross profit reports
- Custom dashboards highlighting key metrics
- Workman compensation/EEO reporting

### Add-on Services:

- **Electronic Onboarding.** We will assist with the initial setup and maintenance of your onboarding process enabling you to easily hire employees nationwide.
- **Work opportunity tax credits/Enterprise zone.** We compile the necessary information to have all available credits certified and tracked. This service is performed on a contingent basis so there is no cost unless credits are obtained.
- **HR Services.** Services can include compliance evaluations, benefit/plan management and FSO services.
- **Financial Reporting.** We can manage your companies accounts payable function and generate a financial package on a monthly basis tailored specifically to you and your business.

CONTACT

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Let us tailor a solution just for you. Find out what the Round Table can do for you, for your business and for your future.