



A BUYER'S GUIDE TO

Automated Payroll Software



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Payroll is likely your largest operating expense.

Between managing the compensation of your diverse team and complex compliance requirements, it's even more costly for this key business function to be anything short of perfect.

However, like most of the tech we use, **not all payroll software is created equal**. Certain modular options allow you to purchase specific parts as needed. Others offer a [holistic](#) approach to not just payroll, but your workforce's *entire* HR life cycle.

Daunted by the idea of finding payroll software that eliminates errors, [boosts compliance](#) and simplifies work for your HR team? Don't worry — it's real. And to help you find it, we'll explore the:

 **DIFFERENT PAYROLL SOFTWARE PRICING STRUCTURES**

 **MUST-HAVES FOR YOUR TECH**

 **TOP QUESTIONS TO ASK A POTENTIAL PROVIDER**

 **WAYS TO ALIGN PAYROLL WITH YOUR COMPANY'S GOALS**

3 Payroll Software Pricing Structures

As you research software, you'll likely notice a lot of variance between pricing structures. The price of payroll software can vary based on:

- » the size of your organization
- » how many payrolls you process
- » enhancements and supplemental features

Consider these pricing structures as you sift through options.

\$👤 FLAT RATE PER EMPLOYEE OR PAYROLL

These payment models are based on your total number of employees or payrolls processed. Generally, the exact price of these structures fluctuates as you acquire people, lose talent or your payroll needs become more advanced.

+

a consistent, static pay structure

+

easily predictable pricing

-

possibly loses value as you grow

-

limited options that aren't modular

👥 HEAD COUNT DISCOUNT

This structure is highly similar to the flat-rate model, except it provides a lower rate per employee for organizations with a higher head count. For example, a company with 50 employees may pay \$80 per month per employee, whereas one with 150 workers might pay \$70.

+

valuable with a higher head count

+

clear pricing structure

-

not as valuable with smaller organizations

-

could become more expensive if your company shrinks

🛠️ PAY PER FEATURE, PER USER

Some payroll software allows you to purchase individual components separately. While this is effectively a per-employee model, the ultimate price is based on the functionality you choose. For example, if employees at your company don't compete for sales, you might not have the need for a provider's optional tool for commissions.

+

fully modular, allowing you to pick the features you need

+

clear pricing structure

-

may not offer as much ROI for larger, more diverse organizations

-

grows more expensive for more expensive requirements



Payroll Software Must-Haves

Determining the right payroll software for you means identifying your unique needs. (And determining if a provider can address them with confidence.)

In fact, you shouldn't just inquire about payroll, but how the provider's tech lends itself to a greater overall employee experience. Keep these traits top of mind as you narrow the pack.



AUTOMATION

- » automatically tracks and accumulates time off, including PTO, vacation, sick time and more
- » self-starts payroll each period while seamlessly pulling in live data
- » factors in hours worked, approved expenses, benefit deductions and any compensation changes
- » eliminates the need for data reentry, which helps lower your liability
- » readily scales with the size of your business
- » sends automated notifications and reminders for pending tasks
- » auto-debits, sets up, remits and files payroll taxes
- » establishes a process to identify and correct errors *before* submission
- » creates categories that automatically apply to employee profiles

EASE OF USE

- » power to identify errors and guide employees to fix them *before* payroll runs
- » mobile app capability to let employees easily access and manage their data
- » visual dashboard with a clear, big-picture view of payroll to simplify monitoring
- » pre-payout insight for employees' peace of mind
- » ability to save changes with a single click and process payroll at least 24 hours before payday
- » connects users to their accurate payroll data instantly with command-driven AI
- » allows HR to monitor — not manage — the process
- » provides HR and managers clear and simplified approvals
- » converts and balances year-to-date payroll tax totals
- » offers custom and predefined reporting
- » reconciles general ledger reports across multiple EINs
- » provides employees with ample resources and training during implementation

SECURITY

- » a truly single software built on *one* database
- » offers fully customizable security roles
- » generates a clear audit trail of *all* changes and processes, including who made them and when
- » maintains comprehensive, ISO- and SOC-certified security standards
- » backed by 24/7/365 global security operations center
- » an on-site, Tier IV-certified data center
- » a dedicated point of contact for questions and support
- » formally audited and verified for compliance annually
- » server redundancy, disaster recovery and role-based permissions

Aligning Payroll Software With Company Goals

Payroll is the foundation for a reliable and renewable employee experience. By giving employees the power to verify and manage it, payroll becomes your secret weapon for raising culture, compliance, accountability, engagement, financial literacy and more. Here are just a few ways the right payroll software and its supporting tools transform workplaces:

PRECISE PAYROLL

100%-correct pay becomes a nonnegotiable norm, not the exception. In turn, employees grow more invested in their company since they don't just see their pay is right; they have a hand in making it accurate.

IMPROVED CULTURE

A culture of precise payroll that puts employees first helps you attract *and* keep top talent. And with command-driven AI, you can champion a culture of accessibility by empowering your people with instant access to their employee data — no additional training required.

A HOLISTIC EXPERIENCE

Adopting tools that unite payroll and other core functions — like time-off requests and benefits administration — in a truly single software helps minimize compliance risks and simplifies workforce management.

- » **Time and attendance:** When payroll software seamlessly works with time and attendance tech, employees can see how the hours they work impact their pay.
- » **Benefits administration:** Since benefits enrollment data flows into payroll, employees can see how their selections would impact their take-home pay, allowing them to make more informed decisions.
- » **Time-off requests:** With a tool that automates decision-making around time-off requests based on company policy, managers are removed from a manual burden. Plus, HR and employees alike can rest easy knowing time off is automatically factored into payroll.

Shouldn't payroll be in the hands of those it affects the most?

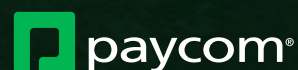
Beti®, Paycom's employee-first payroll experience, automatically flags errors and guides your people to fix them *before* payroll runs. This approach:

- » allows employees to *know* their paycheck is right
- » builds trust and engagement within your organization
- » helps reduce risk and errors from needless data reentry
- » frees HR to focus on value-adding initiatives and strategies

Plus, Beti works seamlessly with Paycom's other tools — all in a single software — to further enhance the employee experience.

Benefits Administration provides a streamlined enrollment process for HR and employees, flowing into payroll without any data reentry.

Time and Attendance allows you to accurately and efficiently manage when, where and how employees report their hours worked, which also automatically populates into payroll.



HR & Payroll Software

Time-Off Requests automates time-off decision-making to ensure fairness and eliminate hassles around the process for HR, managers and employees.

Payroll Tax Management mitigates your company's responsibilities for payroll tax rates by automatically debiting, depositing and remitting taxes and filings. Simply submit your payroll and we'll handle the rest!

Personnel Action Forms create an automated process for organizational changes, so promotions, transfers and more automatically feed into HR and payroll.

IWant™ gives employees accurate information on their own payroll and HR data with a simple question or prompt — instantly at their command.

Learn how automated payroll transforms your organization in our guide at paycom.com.

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