



Payroll shopping checklist

Questions you should ask:	onpay	Other provider
Pricing		
What does the payroll service cost?	Just one monthly fee of \$40 + \$6 per person	
How often are you billed?	Once a month	
Are unlimited monthly payruns included?	✓ No extra fees	
Does pricing include year-end filings, W-2s, and 1099s?	✓ No extra fees Self-print for free	
Are HR features included?	✓ No extra fees	
Full-service payroll		
Do you automate federal, state, and local tax filings and payments?	✓ No extra fees	
Can you run payroll in multiple states?	✓ No extra fees	
Can you edit or cancel a pay run?	✓ No extra fees	
Do you support multiple pay rates and schedules?	✓ No extra fees	
Do you support garnishments?	✓ No extra fees	



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Onboarding and Employee Self-Service		
Is there an employee self-service portal?	✓ No extra fees	
Do you offer document e-sign for I-9s and W-4s?	✓ No extra fees	
Can you send and sign offer letters electronically?	✓ No extra fees	
Can you invite employees to self-onboard?	✓ No extra fees	
Do you integrate with accounting and time tracking software?	✓ No extra fees	
Do you migrate employee information and prior wage data?	✓ No extra fees	
Do you offer expert support by phone, email, and chat?	✓ No extra fees	
Does your payroll solution have an accuracy guarantee?	✓ No extra fees	
Can I make accrual policies and track PTO?	✓ No extra fees	