



Payroll shopping checklist

Questions you should ask:	onpay	Other provider
Pricing		
What does the payroll service cost?	Just one monthly fee of \$49 + \$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	