Payrollonly.com

Operations Manual

01 Overview

PayrollOnly.com is a full-service payroll, accounting, and bookkeeping solution built for businesses that demand accuracy, efficiency, and complete peace of mind. Our all-inclusive package—priced at $3,500 per month plus $100 per employee—covers every essential financial function, from payroll setup and tax filings to monthly reporting and year-end compliance. Unlike do-it-yourself software, PayrollOnly.com is powered by real accountants and payroll specialists who handle the work for you, ensuring your business stays compliant and your financial operations run without disruption.

By combining industry expertise with seamless technology, we've created a system where everything is handled from start to finish—no manual data entry, no confusing platforms, no last-minute scrambles. With PayrollOnly.com, companies can eliminate the headaches of managing payroll and books internally while benefiting from expert oversight, timely reporting, and a predictable monthly cost.

02 Objectives

Our mission is to serve mid-to-large organizations—starting at a minimum of 30 employees and scaling to over 1,000—with a streamlined, done-for-you financial back office. We focus on industries where payroll complexity, compliance requirements, and transaction volumes demand professional oversight, including manufacturing, healthcare, hospitality, and technology. By providing a single point of accountability for payroll, accounting, and bookkeeping, we enable business owners and executives to redirect their time and resources toward growth instead of administration.

The objective is to replace the fragmented, error-prone process of juggling multiple providers or in-house staff with one centralized, expert-driven solution. We aim to deliver predictable costs, exceptional accuracy, and full compliance with federal, state, and local regulations—while ensuring that every client, regardless of size, receives enterprise-level service that scales effortlessly with their growth.

Primary Included Services

These are just our core services. We offer many more solutions to support your business.

01

Chart of Accounts Setup

We establish a fully customized chart of accounts tailored to your business, ensuring transactions are categorized accurately for reporting and compliance. This foundation makes your books audit-ready and easy to navigate.

02

Invoice & Bill Tracking

We track all incoming invoices and outgoing bills, providing you with up-to-date payable and receivable status. This ensures nothing slips through the cracks and cash flow remains predictable.

03

Payroll Setup & Processing

From onboarding employees to setting up payroll schedules, we handle every step. Payroll is processed accurately and on time, with all calculations and filings managed for you.

04

Federal/State/Local Payroll Tax Filings

We file all payroll taxes—federal, state, and local—on schedule, eliminating the risk of missed deadlines or penalties, and ensuring your business remains fully compliant without you having to lift a finger.

05

Monthly P&L, Balance Sheet, and Cash Flow

Each month, you receive professional financial statements that give you a clear picture of your profitability, financial health, and liquidity, empowering you to make informed business decisions with confidence.

06

W-2 and 1099 Preparation

At year-end, we prepare and deliver accurate W-2 forms for employees and 1099s for contractors, ready to distribute and file. While we handle the preparation as part of your service, the actual filing of these forms is typically billed separately at industry-standard rates.

07

Fast Response & Ongoing Reconciliation

We reconcile your accounts regularly to ensure records are accurate and respond promptly to any client requests—usually within 24 hours.

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📁 Upload Documents

The Upload Documents page exists for one simple reason: keeping your back office accurate, compliant, and lightning-fast. Every payroll, tax, or accounting document you send here is handled with secure, encrypted processing so nothing slips through the cracks. This is the direct pipeline to your accounting team—no messy email threads, no misplaced files, no delays. By following our upload guidelines and using clearly labeled files, you give us exactly what we need to keep your books perfect, payroll on time, and taxes filed without a hitch.

Why this is a game-changer: In business, timing is everything. A missed payroll report or tax document can mean fines, penalties, and a whole lot of stress. This feature turns the "last-minute scramble" into a "handled weeks in advance" scenario. It's not just a file uploader—it's the front door to your financial command center. Use it, and you'll never have to wonder if your documents were received or processed correctly.

🗂️ Monthly Reports & Tax Docs

The Monthly Reports & Tax Docs page is your all-access pass to the reports that matter most—delivered on time, every time. Forget chasing down accountants or digging through inboxes. Each month, your P&L, Balance Sheet, Cash Flow, and payroll tax documents are prepared and stored automatically. Need a past report or tax document? Submit a quick request here and it's in your hands within 1–2 business days.

Why this matters: These aren't just numbers on a page—they're the health report of your business. With them, you can track trends, make smart decisions, and stay fully compliant with tax authorities. By keeping these essentials just a click away, we save you hours of back-and-forth and give you peace of mind that your financials are always in order. This page is your permanent archive of "proof" that your business is healthy, compliant, and audit-ready.

✚ Request Add-Ons or Services

The Request Add-Ons or Services page is your direct line to expanding what PayrollOnly.com can do for you—on your terms. Whether you need a one-off tax form, a state-specific filing, or a fully customized report, you can request it here. No surprise charges, no vague timelines—we review each request, quote it clearly, and wait for your approval before any work begins.

Why this is powerful: Business needs change fast. One month you're fine with the basics, the next you're opening a new location or hiring in another state. This page is your "press here to make it happen" button. You stay in control—approve only what you need, when you need it—while we make sure it's handled flawlessly and on schedule.

🧾 Receipt Center

The Receipt Center is where tax-time nightmares go to die. Every business expense receipt you upload here gets categorized, tracked, and stored so you're always ready for audits, reimbursement, and tax deductions. With our one-batch-per-day system, we keep uploads clean, organized, and processed without delay.

Why this saves you money: Lost receipts = lost deductions = higher taxes. By using this page, you create a crystal-clear expense trail that can save you thousands come tax time. Plus, it keeps your accounting accurate year-round, so your monthly reports and year-end filings reflect the real numbers, not a guess. This is one of the easiest ways to keep more of your money in your business where it belongs.

💬 Support & Contact

The Support & Contact page exists so you never feel stranded when you need help. Have a question, issue, or request that isn't urgent? Submit it here and our team responds within 1–2 business days. Urgent matters get escalated to your account manager for same-day attention.
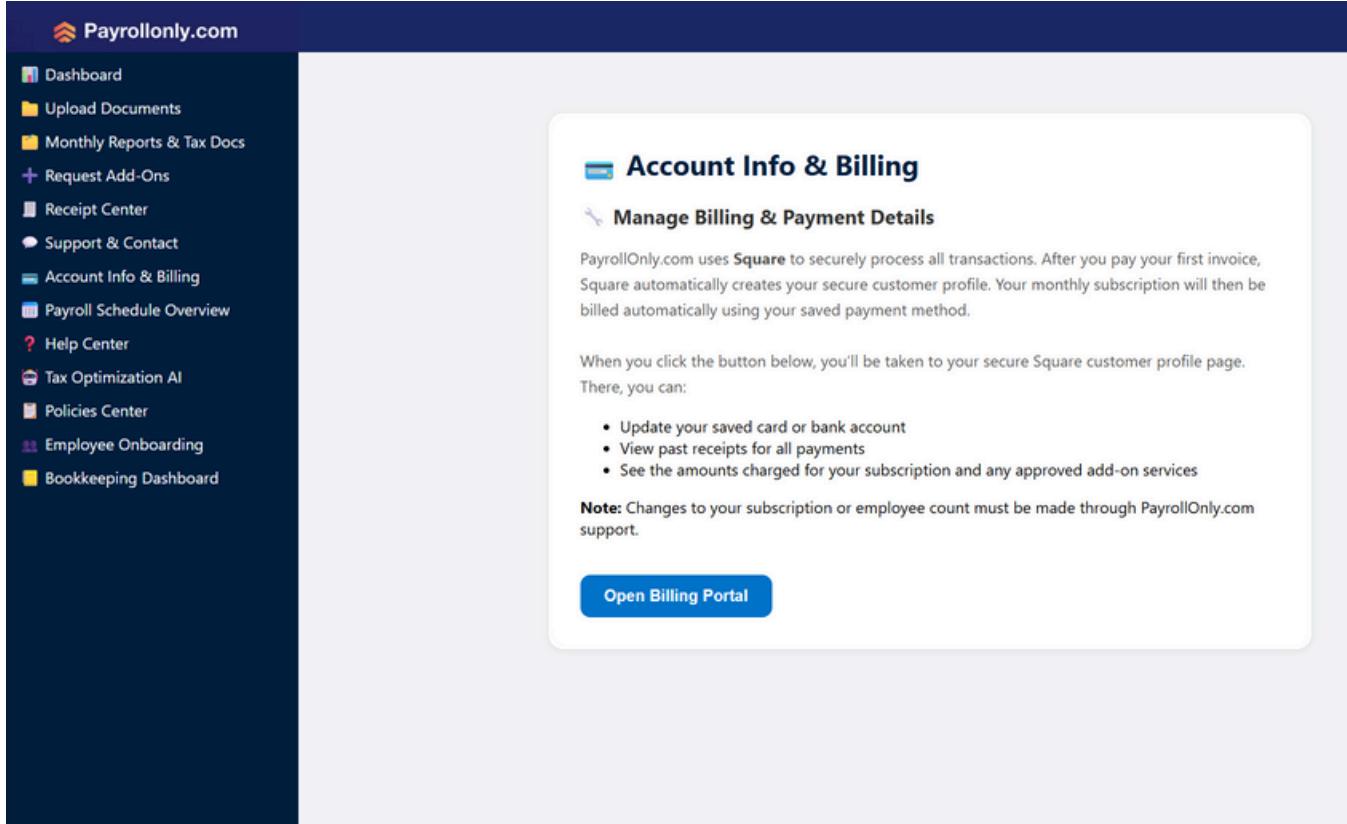

Why this matters: In payroll and accounting, delays can cost money and cause stress. This page ensures every question or concern gets documented, tracked, and answered—without you having to chase anyone down. It's your assurance that the right person is always on it, and that nothing will be lost in translation.

💳 Account Info & Billing

The Account Info & Billing page puts you in full control of your subscription, payment details, and receipts—all in one secure location. Powered by Square, it ensures your payment data is encrypted and processed automatically each month. You can update your saved card or bank account, view past receipts, and confirm charges for your subscription or approved add-ons.

Why this is neccesary: No more emailing back and forth to update billing info or track down payment history. Everything is transparent, secure, and always available—meaning you can handle your financial admin in under 60 seconds. It's your safety net for keeping payments smooth, services uninterrupted, and your financial records audit-ready.

📅 Payroll Schedule Overview

The Payroll Schedule Overview page ensures your team gets paid accurately and on time, every time. By submitting your preferred payroll frequency, dates, and cutoff periods here, you give us the roadmap we need to configure your payroll system without a hitch.

Why this is essential: Payroll mistakes cost more than just money —they damage trust with your employees. With a clear, accurate schedule in place, we can guarantee seamless payroll delivery, correct tax filings, and zero missed paydays. This page is the heartbeat of your payroll system, and keeping it accurate keeps your business running without drama.

❓ Help Center

The Help Center is your self-service library of answers to our most frequently asked questions. It's searchable, organized by topic, and designed to get you solutions in seconds without waiting for a support reply.

Why this is powerful: Every minute spent searching for answers is a minute you're not running your business. The Help Center puts an instant knowledge base at your fingertips—saving you time, reducing frustration, and giving you the confidence to solve small issues on your own. It's the first stop for quick clarity before you ever need to submit a ticket.

🤖 Tax Optimization AI

The Tax Optimization AI is like having a tax strategist in your pocket 24/7. You can ask about filing strategies, ways to minimize taxes, deductions, credits, or entity structuring, and get tailored, easy-to-understand insights instantly.

Why this is a game-changer: Tax season shouldn't be a once-a-year panic—it should be a year-round opportunity to save money. This AI helps you plan ahead, identify opportunities, and make smart moves before deadlines hit. You're not just staying compliant—you're staying profitable.

📋 Policies Center

The Policies Center is your go-to reference for every official PayrollOnly.com policy—from terms of service and privacy protections to billing rules and dispute resolution. Each document is written in clear, human-readable language so you know exactly where you stand.

Why this matters: Transparency builds trust. By keeping all policies in one place, you can make informed decisions, avoid misunderstandings, and operate with total clarity. Whether you're a new client or a long-time partner, this page ensures there are no surprises—only straightforward rules everyone can count on.

👥 Employee Onboarding

The Employee Onboarding page makes adding new hires fast, secure, and foolproof. Upload W-4s, direct deposit info, offer letters, and other key details—and we'll handle the rest, integrating them into your payroll system and ensuring compliance from day one.

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- 📊 Dashboard
- 📁 Upload Documents
- 📁 Monthly Reports & Tax Docs
- ➕ Request Add-Ons or Services
- 📋 Receipt Center
- 💬 Support & Contact
- 💳 Account Info & Billing
- 📊 Payroll Schedule Overview
- ❓ Help Center
- 🤖 Tax Optimization AI
- 📋 Policies Center
- 👥 Employee Onboarding
- 📒 Bookkeeping Dashboard
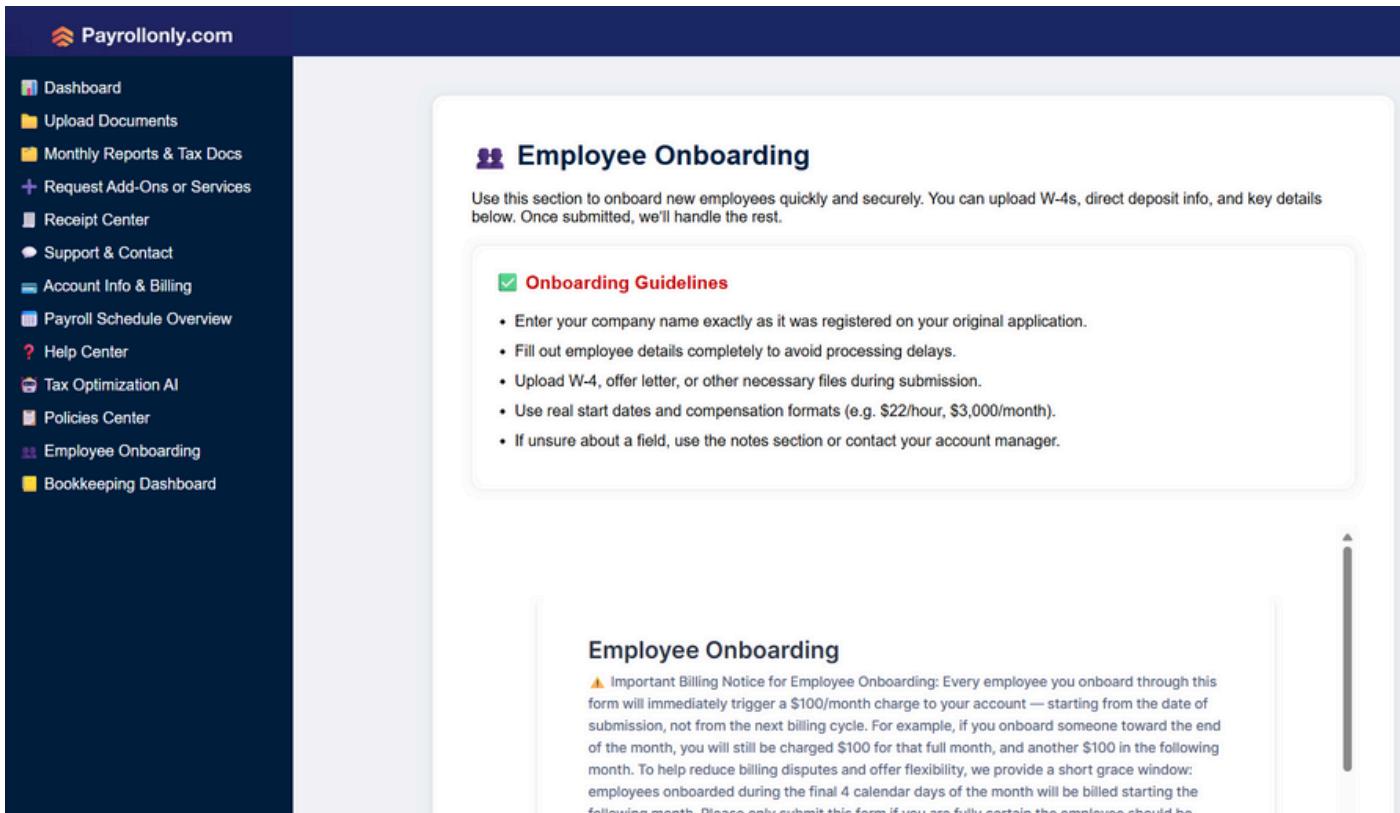
👥 Employee Onboarding

Use this section to onboard new employees quickly and securely. You can upload W-4s, direct deposit info, and key details below. Once submitted, we'll handle the rest.

✅ **Onboarding Guidelines**

- Enter your company name exactly as it was registered on your original application.
- Fill out employee details completely to avoid processing delays.
- Upload W-4, offer letter, or other necessary files during submission.
- Use real start dates and compensation formats (e.g. $22/hour, $3,000/month).
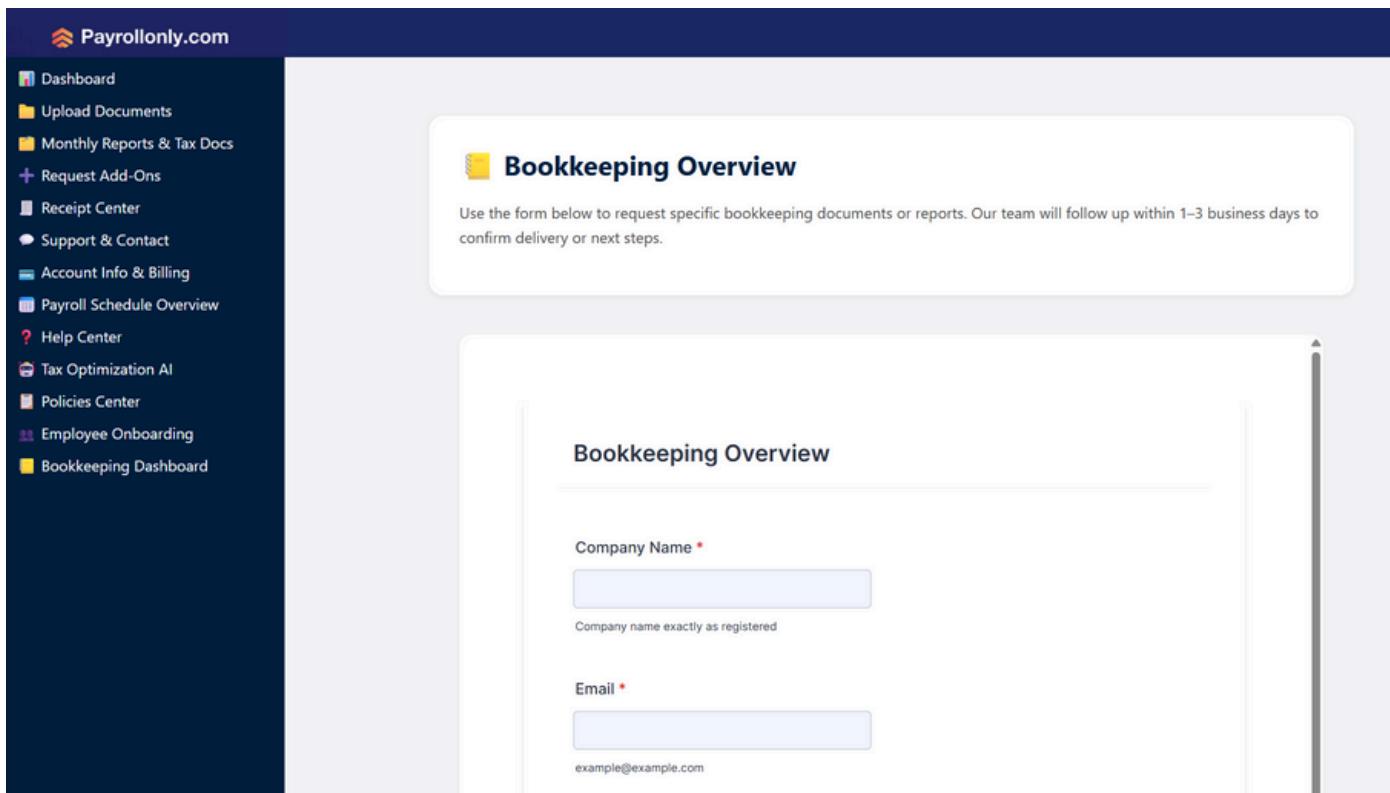- If unsure about a field, use the notes section or contact your account manager.

Employee Onboarding

⚠️ Important Billing Notice for Employee Onboarding: Every employee you onboard through this form will immediately trigger a $100/month charge to your account — starting from the date of submission, not from the next billing cycle. For example, if you onboard someone toward the end of the month, you will still be charged $100 for that full month, and another $100 in the following month. To help reduce billing disputes and offer flexibility, we provide a short grace window: employees onboarded during the final 4 calendar days of the month will be billed starting the following month. Please only submit this form if you are fully certain the employee should be

Why this is essential: Every day a new hire sits idle without proper onboarding costs you money and momentum. With this tool, employees are set up correctly the first time, reducing payroll errors, speeding up benefits enrollment, and making sure your compliance checklist is always complete. It's a smooth welcome for them and a stress-free process for you.

📔 Bookkeeping Overview

The Bookkeeping Overview page is where you request the financial reports and data that keep your business decisions sharp. Whether you need a specific date range, filtered accounts, or specialized documentation, you can submit the request here and get accurate results in 1–3 business days.

Why this is essential: Bookkeeping isn't just about keeping records —it's about understanding them. This page gives you exactly the numbers you need, when you need them, so you can make informed moves without waiting weeks. It's your on-demand financial lens into how your business is performing in real time.

Cut the Costs,
Keep the Expertise,
Centralize Everything

At PayrollOnly.com, our mission is to deliver enterprise-grade payroll, bookkeeping, and tax operations at a fraction of the traditional cost. Businesses that would normally need to hire full-time in-house accounting staff—often costing upwards of $100,000 per employee annually—can now access the same expertise without the overhead. By leveraging our specialized backend team, streamlined workflows, and automation infrastructure, our clients save not only on salaries, but also on benefits, training, and management time. These savings are not minor—they're transformative, enabling companies to redirect significant capital toward growth, innovation, and profitability.

But cost savings are only part of the story. Traditional businesses often juggle 10–15 different platforms just to handle payroll, bookkeeping, reporting, compliance, and HR functions. This patchwork approach creates inefficiencies, communication breakdowns, and security risks. PayrollOnly.com eliminates that chaos by consolidating every function into a single, centralized network. This means every report, every document, and every compliance task is handled in one secure, user-friendly system—no more toggling between multiple logins, chasing down files, or reconciling data across disconnected tools.

The result is a fully integrated, all-in-one financial operations environment that delivers both massive cost reduction and operational clarity. By replacing fragmented systems and expensive staff with a unified, expertly managed platform, PayrollOnly.com empowers businesses to scale with confidence. This Operations Manual outlines exactly how our system works, so every team member and client understands the power, efficiency, and value behind our model.