

Show employees the information they want with customized paychecks and direct deposit advices that are easy to understand and comply with company, state, union, or other requirements.

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#### **FORMAT CHECKS ACCORDING TO YOUR BUSINESS REQUIREMENTS**

All BASpay Laser Paychecks can be modified to your desired format. Talk to a BAS representative to see our standard versions or design your own. BAS offers many styles, including:

- ✓ **Enhanced.** This style is similar to Abra's standard Long Form Blank Laser Check, but includes a column for pay rate and all of the other features and flexibility inherent in a BAS Check.
- ✓ **Statement of Earnings.** Show how Net Pay was determined with this type of form. Taxable earnings are listed separately from non-taxable ones, and an additional earning section shows amounts that are taxed but not paid in the check. Separate headings designate taxable and non-taxable deductions, and running totals help employees understand how net pay was calculated.
- ✓ **Self-Mailer.** These forms are ideal for companies who hate spending time stuffing envelopes. We offer C-Fold and Z-Fold versions that are compatible with various folding machines on the market.

**BASpay Laser Paychecks provide the flexibility for you to add information like:**

- ✓ **Pay Rates.** All BAS checks can include a column for pay rate, so the hourly wage or piece rate is displayed next to each earning record. This provides the visibility that employees expect when they are paid at more than one rate in a pay period.
- ✓ **Paid Time Off Information.** Show available PTO balances, or show more details including the time earned and used in the pay period.
- ✓ **Employer-paid Benefits.** Display the employer contributions to 401(k), Pension, and Profit Sharing plans.
- ✓ **W-4 Information,** including Federal and State tax exemptions and Marital Status. A detailed breakdown can show any extra Federal or State tax that an employee has elected to withhold.
- ✓ **Labor Details** like the project, job or department can be shown next to each earning so employees can confirm that they are accurately paid for the tasks that they perform each period.

#### **SAVE MONEY ON CHECK STOCK**

- **Standard BASpay Laser Paychecks use blank laser stock** that is less expensive than preprinted forms. Signatures and MICR encoding are automatically printed.

- **Don't spend money to replace your stockpile of forms.** Checks can be created to match most check formats, including your existing stock. Windows-compatible dot matrix versions can be developed as well.

#### **PRINT ONE FORM WITH CHECK AND DIRECT DEPOSIT INFORMATION**

**Make paychecks easier to understand by showing the direct deposit information on the check stub when an employee receives both a check and direct deposit in the same pay period.** You can choose to print a single form that includes a paycheck for the undeposited amount but lists all bank and direct deposit account information on the stub.

#### **PAY RATE VISIBILITY SHOWS EMPLOYEES THEY'VE BEEN PAID FAIRLY**

**When an employee receives more than one rate of pay for the same earning type, the BASpay checks break down the earnings to provide this visibility.** For example, if an employee works 15 Regular hours at \$15.00 / hr and 25 Regular hours at \$17.00 / hr, the BAS check can print 2 lines on the pay stub showing this detail. This option can be turned off if you prefer to print one record per earning type.

#### **ENSURE LEGISLATIVE COMPLIANCE**

- **Comply with state laws by including required information on pay statements.** Some states require the inclusion of specific information on paychecks, stubs, and direct deposit advices. For example, California State laws require the full company name, company address, and the pay period start and end date to print on all detachable portions of the check stub. BAS formats meet these requirements.
- **Comply with industry-specific rules.** Certain business sectors require specific check formats, and we create BASpay Laser checks to meet these requirements. Industries like agriculture who pay employees based on units picked rather than hours worked are required to show both hours and units on the paycheck stub. We can add this type of logic to ensure your forms meet industry requirements. Other market-specific versions are available as well.

**Additional program information is available:**  
<http://www.baspay.com/Abra-Payroll-Check.asp>