



## FREQUENTLY ASKED QUESTIONS

3.5.24

**Q: Why should I enroll in a payroll service?**

**A:** NRS Purple will handle all your tax withholdings and provide you with the necessary documentation to file your taxes. Business owners who report their employees accurately on a payroll service may qualify for additional government funding and benefits.

**Q: Are there any additional fees?**

**A:** There are no hidden fees in our payroll service. The pricing provided includes all the features.

**Q: Can I deduct the costs of using this program from my taxes?**

**A:** You may be eligible for deducting certain business expenses. Consult your tax advisor for further details.

**Q: When will employees receive their pay?**

**A:** Employers will designate a pay period for employees. Pay periods can run as frequently as needed.

**Q: Do employees have to be paid weekly or bi-weekly?**

**A:** Our payroll solution allows employers to set up multiple pay frequencies and process unlimited off-cycle payrolls at no additional charge. During set-up, we'll work with you to add your pay periods and chosen check dates to ensure your employees get paid when needed.

**Q: Do all employees need to follow the same pay cycle?**

**A:** No. Employers can customize employees' pay schedules.

**Q: Can I pay employees by check?**

**A:** While direct deposit is preferred, business owners can write on-site checks for their employees, with net pay information available in the app.

**Q: What if an employee doesn't have a bank account?**

**A:** While direct deposit is our preferred payment method, employees can be paid through pay cards or on-site checks. We'll calculate taxes and withholdings so you know the exact amount going to the employees.

**Q: Can I still pay employees in cash?**

**A:** Yes. You can still process the payroll as usual and then provide the net payment to your employees in cash.

**Q: Will employees be able to access their pay stubs?**

**A:** Yes, employees can access their pay stubs through their portal accounts.

**Q: How long are my payroll records stored in the system?**

**A:** You may retrieve your payroll records from the NRS portal for seven years.

**Q: How many employees can I process through NRS Purple?**

**A:** NRS Purple's charges are determined by the number of enrolled employees and are currently available in 3 plans; up to 3 employees, up to 6 employees, and up to 10 employees. If you would like to enroll more than ten employees, please contact us for a custom quote at: [purple@nrsplus.com](mailto:purple@nrsplus.com).

**Q: Does NRS Purple run background checks on employees?**

**A:** NRS Purple does not perform background checks. Consult a Human Resources professional for assistance in this area.

**Q: As a business owner, am I able to pay myself?**

**A:** Being able to pay yourself depends on your company's business structure. Consult a tax advisor or accountant before setting up your employee profile so you can include the earnings specific to your needs.

**Q: Do I need an NRS POS to enroll in NRS Purple?**

**A:** No. The NRS Purple payroll service is available to any business that is looking to save time and money on their monthly payroll processing. Customers do not need to have a Point-of-Sale (POS) from NRS to activate NRS Purple. However, NRS Pay merchant processing customers are eligible for additional discounts when enrolling in NRS Purple.

**Q: What information or documents do I need to set up payroll?**

**A:** Being prepared can help speed up your signup process:

- Business owner's name
- Business name and address
- Federal Employer Identification Number (FEIN)
- 941 from last Quarter or Federal ID Proof
- State Unemployment ID and Rate
- State Withholding ID
- A voided check from the bank account you want to use for payroll and payroll taxes. (Routing Number and Account Number)

