



THE OI GROUP OF COMPANIES
SINCE 1981



PAYROLL SERVICES

OI Group of Companies



NO COMPLICATED SOFTWARE TO LEARN
NO TRAINING OF STAFF REQUIRED



PAYROLL SERVICES



Just send us your timesheets, or signup for our new Virtual Timeclock.

Complete payroll services.

Save money and make your job easier.

Friendly, flexible, timely service regardless of the size of your organization.

Because you have better things to do with your time.

In addition, as a valuable client, you receive:

- Customized payroll reports
- Bulletins on legislative changes
- Complete confidentiality of all financial transactions
- A customized payroll to meet your unique needs
- The option of having your payroll divided into more than one department to ensure that all salary information is restricted and remains completely confidential
- Human Resources (HR) support
- Pay cheques can be manual or deposited directly into the employees account or internet banking

Your employees receive:

- Eligibility for pay advances if you as the employer agrees
- Tips on how they can maximize their Atake home pay@



WE SAVE YOU MONEY

At OI we process your payroll and make all your remittances including:

- Payroll for hourly, salaried and contract employees
- Commissions, bonuses
- Statutory deductions, private pensions and benefit plans
- Records of employment (ROEs)
- Process T4's

You have a choice to report payroll information via the telephone, fax, e-mail or internet. Electronic timesheets are coming soon. Ask for more information.

Payroll cheques can be manual or deposited directly into the employees account; internet banking.

We make available to you a wide range of payroll management reports for analysis.

We provide a **FRIENDLY, FLEXIBLE** and **TIMELY SERVICE** which ensures that all your needs are met regardless of the size of your organization.



WHY CHOOSE OIGROUP



Convenience

We do it all for you! No complicated software to learn & no training of staff required. Just send us your timesheets and let us take over the worries.

Flexibility

Whether you have one employee or 1,000, we scale our services and fees to meet your changing payroll needs.



Assurance

OIPS sends you a pre-approval Register to check over your payroll before submitting, eliminating potential errors before your payroll is processed.

Affordable

Minimal weekly charges based on the number of staff. If you have two employees, you only pay for two. No additional base charges apply.



Efficient

We are sensitive to the changing daily needs of your business and help you meet your deadlines. No more calculations of source deductions or having to sign each employee's pay cheque.

Secure

Minimal weekly charges based on the number of staff. If you have two employees, you only pay for two. No additional base charges apply.



Trust

We are sensitive to the changing daily needs of your business and help you meet your deadlines. No more calculations of source deductions or having to sign each employee's pay cheque.

PAYROLL SERVICES



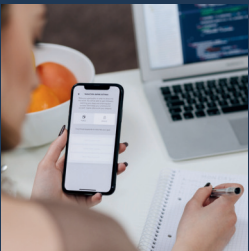
Confidence

Never worry about paying penalties for late filing of source deductions. We keep up-to-date on the ever changing regulations so you don't have to. Letting OI experts handle your payroll means all legislation is adhered to and meets provincial guidelines.



Time

By outsourcing your payroll to OIPS you gain more time to get the important things done. Time spent by a manager or owner to calculate & process payroll, is time lost from growing & operating the business.



Access

Becoming a client of OIPS gives you FREE access to our professional HR team for any employment related questions or difficult employee situations. We keep up to date on all employment legislation and notify you of any changes that may affect your business.

Why we are better than large payroll providers?

We are small enough to be flexible and have the time to get to know and meet your needs. We work for you!

