

# PAYPRO | AT-A-GLANCE

PayPro makes it easier than ever to report your payrolls. The chart below details the main emails you'll receive, notifying you of account-related activity. We hope you find this useful!



## Typical Payroll Reporting Time Table

This example shows the “check date” set to the last day of the month.\*

To report go to: [PayPro.icwgroup.com](http://PayPro.icwgroup.com)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
27	28	29	30  <b>Your Check Date **</b> Email Subject: It's time to report your payroll!	1	2	3
4	5	6	7	8	9	10
11	12	13  Email Subject: Don't forget to report your payroll!	14 <b>Your report and payment are due!</b>	15  <b>If you missed your due date, hurry - you are now late!</b> Email Subject: Work comp policy late notice	16 <b>Don't let your coverage get cancelled!</b>	17
18	19	20	21	22	23	24
25	26	27	28	29	30  <b>Your Check Date **</b> Email Subject: It's time to report your payroll!	

\* If your “check date” is different than the above, calculate your “due date” as 14 calendar days later.

\*\* If using ACH (Electronic Funds Transfer), when you report payroll, your payment will be automatically applied within 2 days.

### Helpful References:

- Contact us: 858.350.7399 (M-F 6am to 5pm PT) or email us at: [paypro@icwgroup.com](mailto:paypro@icwgroup.com)
- Find resources and FAQs: [icwgroup.com/paypro](http://icwgroup.com/paypro)
- See our payment options: [icwgroup.com/payments](http://icwgroup.com/payments)
- Login at [PayPro.icwgroup.com](http://PayPro.icwgroup.com)