



“Let Legacy Tax & Accounting Solutions, LLC streamline your payroll with accuracy, efficiency, and peace of mind—so you can focus on growing your business while we handle the numbers.”

Efficient Payroll Management Table

Task	Responsible Party	Frequency	Status
Collect Employee Hours	HR / Manager	Weekly / Biweekly	Pending
Verify Time Entries	Payroll Clerk	Weekly / Biweekly	Pending
Calculate Gross Pay	Payroll System	Per Payroll Cycle	Pending
Process Deductions &	Payroll System / Accountant	Per Payroll Cycle	Pending
Review Payroll Summary	Accountant	Per Payroll Cycle	Pending
Submit Payroll	Accountant	Per Payroll Cycle	Pending
Distribute Pay Stubs	Payroll System	Per Payroll Cycle	Pending
Archive Records	Admin	Monthly	Pending