



## CITY OF PATASKALA

### RESOLUTION 2022-061

Passed June 21, 2022

**A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH HR BUTLER, LLC FOR THE PROVISION OF PAYROLL, BENEFIT ACCRUAL AND TIMEKEEPING SERVICES.**

***WHEREAS***, the City's Finance Department has been experiencing errors, processing difficulties and declines in customer services with their current payroll provider, Paycor; and

***WHEREAS***, the Administration and Finance Departments have researched alternative payroll processing systems and vendors; and

***WHEREAS***, the HR Butler, LLC system was selected as the preferred system for payroll, timekeeping and benefit accruals; and

***WHEREAS***, the approved 2022 budget included funding for 3<sup>rd</sup> party payroll processing.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF MEMBERS PRESENT CONCURRING THAT:**

Section 1: Council for the City of Pataskala hereby authorizes and directs the City Administrator to execute a contract with HR Butler, LLC, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council, and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 3: This Resolution shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

**ATTEST:**

  
Kathy M. Hoskinson, Clerk of Council

  
Michael W. Compton, Mayor

**APPROVED AS TO FORM:**

  
Brian M. Zets, Law Director



May 26, 2022

## **HR Butler, LLC**

### **Human Capital Management Service Agreement**

HR Butler, LLC (known as "HR Butler") owns and operates a company designed to assist employers with their human capital management needs, including, but not limited to, the following:

- Payroll
- Time and Attendance
- COBRA Administration
- Benefits Enrollment and Eligibility Administration
- Human Resources
- 401k Services
- Enhanced Voluntary Insurance Benefits

The above services are offered through HR Butler's Human Capital Management (HCM) system.

In consideration of the mutual promises set forth herein, it is agreed by and between HR Butler and City of Pataskala, Ohio, known as the "Employer" (together known as the "parties") agree as follows:

#### **Section 1: General Terms and Conditions of the Agreement**

##### **A. Commencement of Agreement and Duration**

This HR Butler Human Capital Management Service Agreement ("Agreement") shall be effective on the first date of a scheduled payroll processing which has been decided by HR Butler and the Employer to be 10/21/2022. Any change to this date must be communicated and accepted by both HR Butler and the Employer, and this Agreement shall continue until terminated in accordance with this Agreement. Employer acknowledges that HR Butler's acceptance of this Agreement is conditioned on its approval of Employer's credit or a secured payment process.

##### **B. Scope of Agreement; Relationship of Parties**

This Agreement sets forth certain rights and obligations of Employer and HR Butler, and the terms of this Agreement shall apply to any assignee or successor of Employer and/or HR Butler. The parties intend that this Agreement will establish an independent contractor relationship. HR Butler is not an agent or employee of Employer (for purposes of establishing Principal-Agent relationships), and the employees of Employer are not entitled to any of the benefits of employment granted by HR Butler to its own employees. HR Butler is not the Plan Administrator

or a Plan Fiduciary of the Benefit Plans, as those terms are defined in ERISA. It is understood that HR Butler is free to perform similar services for other employers while this Agreement is effective. It is Employer's sole responsibility and duty to ensure compliance with all applicable laws and regulations, and HR Butler's provision of services under this Agreement does not relieve Employer of this obligation. HR Butler is responsible for providing services that comply with applicable law and regulations and that assist Employers with its obligations to the extent set forth herein. Subject to HR Butler's responsibilities under subsection L, Employer understands that it is Employer's responsibility to pay any fee or penalty assessed by the Internal Revenue Service or other state or federal regulatory agency. Employer acknowledges that HR Butler is not an accounting or law firm and no services provided by HR Butler in accordance with this Agreement will be construed by Employer as tax, accounting or legal advice as a result of providing such services.

All duties performed by HR Butler will be non-discretionary in nature and will be performed in accordance with HR Butler's standard operating procedures.

### **C. Services**

HR Butler agrees to provide Employer with the services set forth on the finalized quote. The services shall commence on the Effective Date, unless otherwise indicated for a service selected on a later date, as agreed by the parties.

HR Butler agrees to provide access to all reports available within the iSolved System. This also includes the report writing feature which will allow the Employer to create custom reports.

### **D. Fees**

1. Employer agrees to pay HR Butler for its services in the amounts specified in the Final Quote. Employer authorizes HR Butler to collect its fees from Employer's bank account by means of an electronic funds transfer (EFT) on a per pay basis following the month that the system is available (the month of the live date). Per Employee Per Month (PEPM) fees are based on the number of employees on record at the start of a given billing cycle or agreed upon schedule. If any EFT is rejected for insufficient funds or any other reason at any time, Employer agrees to pay an additional \$100 fee for each day the guaranteed payment is not received. In addition, if guaranteed funds are not repaid within 24 hours, then employer is subject to 6% annual interest (calculated on a daily basis) on any funds paid by HR Butler due to the NSF. Failure to pay fees by the due date may also result in the imposition of interest and penalties by the taxing jurisdictions or other payees. HR Butler may not increase the fees agreed to during the first 24-month period beginning with the Effective Date. Thereafter, HR Butler must provide the Employer with at least 60 days notice of any increase.

2. HR Butler will initiate a funds transfer for fees or charges, payroll taxes, direct deposit, retirement funds, insurance, or any other amounts due under this Agreement and shown in the Payroll Summary Report. At the agreed upon payroll processing time, Employer authorizes HR Butler to originate Automated Clearing House (ACH) debit payment orders against Employer's bank account for the amount of liabilities and fees of all services agreed to by Employer, including HCM fees, payroll tax, direct deposit, 401k contributions, insurance premiums, garnishments, implementation fees, and other service-related liabilities or processing fees due HR Butler. Services performed under the Agreement and funding authorization begin upon the

effective live date and will continue until revoked by the Employer with 60 days advance written notice or until this Agreement is terminated. Initiation of the funding authorization is subject to HR Butler's approval of Employer's credit or a secured payment process.

3. Fees to HR Butler will not be payable until the agreed upon service is functional for the Employer. If Payroll processing begins on the effective date and the additional services are not yet available or the Employer's staff is not properly trained, the billing for the additional services will not begin until the first billing cycle that the service becomes functional. This also applies when the employer adds additional services after the original "Effective Date". The Employer will have 30 days to get trained prior to being billed for any additional service(s).

#### **E. Information From Employer and Information to Be Reviewed By Employer**

HR Butler will establish various methods for transferring information to and from HR Butler. Employer must use one of the methods established by HR Butler. Employer will furnish the information determined by HR Butler to be necessary to satisfy its responsibilities under this Agreement. Such information will be provided to HR Butler in the time and in the manner agreed by the Employer and HR Butler. Employer understands that HR Butler cannot accurately perform its duties under this Agreement without accurate and timely information and that HR Butler shall have no liability to Employer or any of Employer's employees as a consequence of inaccurate and/or untimely information provided to HR Butler by Employer, its designee, or another existing or former service provider. HR Butler will have no obligation to credit Employer for any fees incurred or paid to HR Butler as a consequence of HR Butler receiving inaccurate or untimely information. HR Butler will assume that all such information provided to HR Butler by the Employer, its designee or another existing or former service provider is complete and accurate and is under no duty to question the completeness or accuracy of such information. Employer will review any information and/or reports provided by HR Butler in accordance with this Agreement as soon as possible prior to the first scheduled payroll and the Employer will notify HR Butler of any errors in such information and/or reports as soon as possible after its review. HR Butler will provide the employer with the New Hire and Change Audit report that shows changes/additions made by HR Butler and the employer's staff, or anyone acting on behalf of the employer. The employer will also have available a pre-process payroll register and payroll summary report. These reports will be available prior to the posting/approval of each payroll processing. By approving the payroll processing, the employer is also approving the changes made to the HCM system and the data submitted for each payroll. These reports also enable the employer to find any unauthorized changes to the HCM system or payroll data as a security measure.

#### **F. Confidentiality and Disclosure**

1. All information, whether printed, written or oral, in answer to an inquiry or voluntarily furnished by Employer or its agents or employees to HR Butler shall be held in confidence by HR Butler and used and disclosed solely for the purposes of fulfillment of the terms of this Agreement. Employer and HR Butler each acknowledge that as a result of entering into this Agreement, each party has, and will continue to reveal and disclose to the other, information that is

proprietary and/or confidential to such party. Employer and HR Butler agree that each party will (a) keep such proprietary and/or Confidential Information of the other party in strict confidence; (b) not disclose Confidential Information of the other party to any third parties or to any of its employees not having a legitimate need to know such information; and (c) will not use Confidential Information of the other party for any purpose not directly related to and necessary for the performance of its obligations under this Agreement (unless required to do so by a court of competent jurisdiction or a regulatory body having authority to require such disclosure).

2. Information revealed or disclosed by a party for any purpose not directly related to and necessary for the performance of such party's obligations under this Agreement shall not be considered Confidential Information for purposes hereof (a) if, when, and to the extent such information is or becomes generally available to the public without the fault or negligence of the party receiving or disclosing the information; or (b) if the unrestricted use of such information by the party receiving or disclosing the information has been expressly authorized in writing and in advance by an authorized representative of the other party. For purposes of this Agreement, Confidential Information is defined as any information in written, human-readable, machine-readable, or electronically recorded form (and identified as confidential and/or proprietary or words of similar import) and information disclosed orally in connection with this Agreement and identified as confidential and/or proprietary (or words of similar import); and programs, policies, practices, procedures, files, records and correspondence concerning the parties' respective businesses or finances. The terms and conditions related to confidentiality in this Agreement shall survive the termination of this Agreement. Employer agrees that it shall not disclose to any other party, nor shall Employer use for its own benefit, the details or written evidence of services provided by HR Butler hereunder without the express prior written consent of HR Butler.

3. HR Butler understands that the employer is a Public Entity obligated by Ohio Law to provide responsive "Public Records" if so requested pursuant to R.C. 149.43, ET. SE.

#### **G. Force Majeure**

HR Butler shall not be deemed in default of this Agreement, nor held responsible for any cessation, interruption or delay in the performance of its obligations to provide such services hereunder due to causes beyond its reasonable control, including, but not limited to, natural disaster, act of god, labor controversy, civil disturbance, disruption of the public markets, terrorism, war or armed conflict, or the inability to obtain sufficient materials or services required in the conduct of its business, including internet access, or any change in or the adoption of any law, judgment or decree.

#### **H. Communications**

All communications provided for herein between the parties shall be sent by confirmed facsimile; by guaranteed overnight mail, with tracing capability; by first class United States mail, with postage prepaid; or by e-mail addressed to the other party at their respective addresses. All communications between the parties are deemed provided when sent except as otherwise set forth in this Agreement. Employer agrees that HR Butler may communicate confidential, protected, privileged or otherwise sensitive information to Employer through a named contact designated by Employer ("Designated Person"), either below or as otherwise indicated by Employer in writing, and specifically agrees to indemnify HR Butler and hold it harmless for any

such damages or costs arising from communication to such Designated Person attempted via facsimile, mail, telephone, e-mail or any other media to the extent that HR Butler did not breach its Standard of Care in sending the information.

#### **I. Entire Agreement**

This instrument (including documents specifically incorporated into and made a part of this Agreement by reference) embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto. Failure by Employer or HR Butler to insist upon strict performance of any provision of this Agreement will not modify such provision, render it unenforceable, or waive any subsequent breach. This Agreement and its subject matter shall be construed under the laws of the state of Ohio. If any part, section, clause, or provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other part, section, clause, or provision thereof.

#### **J. Amendments, Waivers and Modifications**

This agreement may be amended only by written agreement of the duly authorized officials of Employer and HR Butler except as otherwise set forth herein. In addition, any failure by HR Butler to enforce a right provided for in this Agreement shall not be considered a waiver of that right unless expressly set forth as such in writing.

#### **K. Indemnification and Liability**

1. HR Butler will exercise the same reasonable care and due diligence in performing its obligations under this Agreement that a prudent administrator in the same industry would exercise (hereinafter, the "Standard of Care"). It shall not be a breach of the Standard of Care set forth herein if HR Butler acts in accordance with Employer's specified instructions. This includes providing the Employer with a pre-check payroll reports such as: a Payroll Register, Payroll Summary, New Employee and Change Audit to verify proper data has been communicated and processed.

2. HR Butler will not be responsible for any errors caused by the employer on processes payrolls or employer data entry. HR Butler's liability for any errors caused by HR Butler will be limited to Penalties and Interest charged by the taxing entity after all appeals have been exhausted.

3. Under no circumstance will the employer be liable to HR Butler in a breach of contract claim for any incidental, consequential and/or punitive damages.

#### **L. Termination of Agreement**

1. After the first year, either party may terminate this Agreement for any reason effective no earlier than 60 days after written notice is provided to the other party. This Agreement may, at HR Butler's discretion, terminate if the reason for termination is the failure by Employer to pay a fee by the due date (including any grace period), retroactively effective as of the last day of the period for which a fee was properly made in accordance with this Agreement, except as otherwise provided in writing by HR Butler. Upon termination of the Agreement, Employer's

access to HR Butler's proprietary, web-based system shall be terminated immediately, unless the parties agree otherwise. Notwithstanding, HR Butler and Employer agree that for the first year from the Effective Date, if Employer terminates this Agreement for any reason, Employer agrees to pay any and all fees in the Final Quote covering the period for the balance of the first year from the Effective Date. This is in consideration of the reduced set-up fees charged to the Employer as they do not cover the costs to build the system and train the Employer. However, if the employer creates a ticket in our CRM system listing the issues with the service and HRB does not correct the issue within 30 days and providing the issue is within the scope of the service sold to the employer, then the 60 day notice will be accepted with no additional fees for termination charged to the Employer.

2. Within 30 days of the last payroll processed, HR Butler shall return to Employer all of Employer's funds held by it, less all fees and expenses due to HR Butler. If Employer's funds held by HR Butler are not sufficient to pay all fees and expenses through the Termination Date, Employer shall pay on the Termination Date all remaining sums owed to HR Butler. All services under this Agreement shall cease on the Termination Date. Notwithstanding the foregoing, if Employer is terminating this Agreement, termination shall not be effective until HR Butler and Employer have each had reasonably sufficient time to act on the notice. All other services shall be deemed terminated on the Termination Date and all fees to be paid and funds to be returned with respect to the other services shall be paid or returned after a final audit.

3. If Employer breaches any of it's obligations in this Agreement, or if HR Butler's transactions on Employer's behalf are returned for any reason (including insufficient funds), then HR Butler may terminate this Agreement and recover from Employer, in addition to all amounts owed by Employer to HR Butler, all damages caused by Employer's breach. Employer shall promptly reimburse HR Butler for all collection costs, including reasonable attorney's fees, which HR Butler may incur as a result of Employer's default.

## **HR Butler, LLC**

### **Human Capital Management Service Agreement**

This agreement is hereby made between HR Butler and the City of Pataskala, Ohio.

**Designated person listing:**

Your completion of this Designated Person Listing indicates that the following individual is authorized to carry out payroll-related functions that Employer performs for its employees, and that HR Butler is authorized to disclose personally identifiable



information to this individual (please notify HR Butler at once if and when these designated persons change):

Timothy O. Hickin	City Administrator
Name	Title

IN WITNESS WHEREOF, Employer and HR Butler have caused this Agreement to be executed in their names by their Designated Person Listing, the same being duly authorized to do so. Please sign where indicated to ensure timely processing of this agreement after completing all informational fields.

Employer Authorized Signature*	Date
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HR Butler Authorized Signature	Date
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\*Your signature indicates that you have read and agree to the terms and conditions in this agreement. Additionally, your signature is consent to receive HR Butler emails on payroll, benefits and HCM-related topics. You have the option to unsubscribe at any time.

# HRBUTLER

Full-Service Payroll, HR, & Benefit Solutions

HR BUTLER

# PROPOSAL

**HR BUTLER**

63 Corbins Mill Drive  
Dublin, OH 43017

**PREPARED BY**

**Trent Dunlap**

**614-989-0552**

**[tdunlap@hrbutler.com](mailto:tdunlap@hrbutler.com)**

**PREPARED FOR**

**City of Pataskala**

**Jamie Nicholson**

# About **HR Butler**

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HR Butler offers a wide scope of Human Resource, Benefits, Payroll, and Time & Attendance products and services. We are a **streamlined**, consolidated operation that is a forerunner in Consumer-driven Health Plans and Employee Benefits. Our group consists of industry trained professionals able to provide valuable guidance in the HR administration field. Specialists skilled in the offering and administration of human resources **products** and **services**. Products and services that can be custom fitted to your unique business.

Our team's assistance and administration affords our clients the time to focus on their business as we provide **valuable guidance** and expertise in our industry. Our services are proven to **save** our client's **time**. We provide a dedicated account manager, hands-on implementation along with **concierge-level** partner **support**.

Regardless of whether it's HR administration, benefits, payroll, or time and attendance, HR Butler, with our team of **specialists** and leading-edge products, offers a wealth of assets and administrations to guarantee your organization's **success**.



# All-In-One Platform

## PROACTIVE COMPLIANCE

Reduce liabilities through accurate and immediate reporting on taxes, compliance, benefits eligibility and much more.

Collaborate with industry experts who monitor regulatory changes and provide personalized compliance guidance.

Receive regular platform and product updates to pivot your organization when the industry shifts.

## STRATEGIC FUNCTIONALITY

Make HCM a strategic function, using accurate workforce insights and reports to improve organizational efficiencies and profitability.

Influence business decisions and quickly demonstrate ROI through measurable data and useful reports. Access reporting and analytical tools that are easy to use and understand, even for data and analytics novices.

## ENHANCED USER EXPERIENCE

Get tools that enable collaboration and immediate feedback, and keep employees informed and empowered.

Better leverage talent to increase productivity and performance by using work streams that align with organizational needs.

Meet employees where they are with consumer-grade technology and mobile-first experiences.



HR Butler is proud to partner with iSolved to bring you a powerful, top-of-the-line enterprise-level software solution. Whether you have two or two thousand employees, you get the same secure, easy-to-use platform and the same top notch customer service and care.



- Single-Data Entry Point
- Streamline Workflows
- Completely Customizable
- Increased Data Security
- Boost Productivity
- Eliminate Imports and Exports

# A Better Employee Experience, By Design

## EMPLOYEE SELF-SERVICE PORTAL

It is now more vital than ever to provide application and data access from any device. Employee experience affects your customer experience and business success whether you work from home, in the office, or on the go.

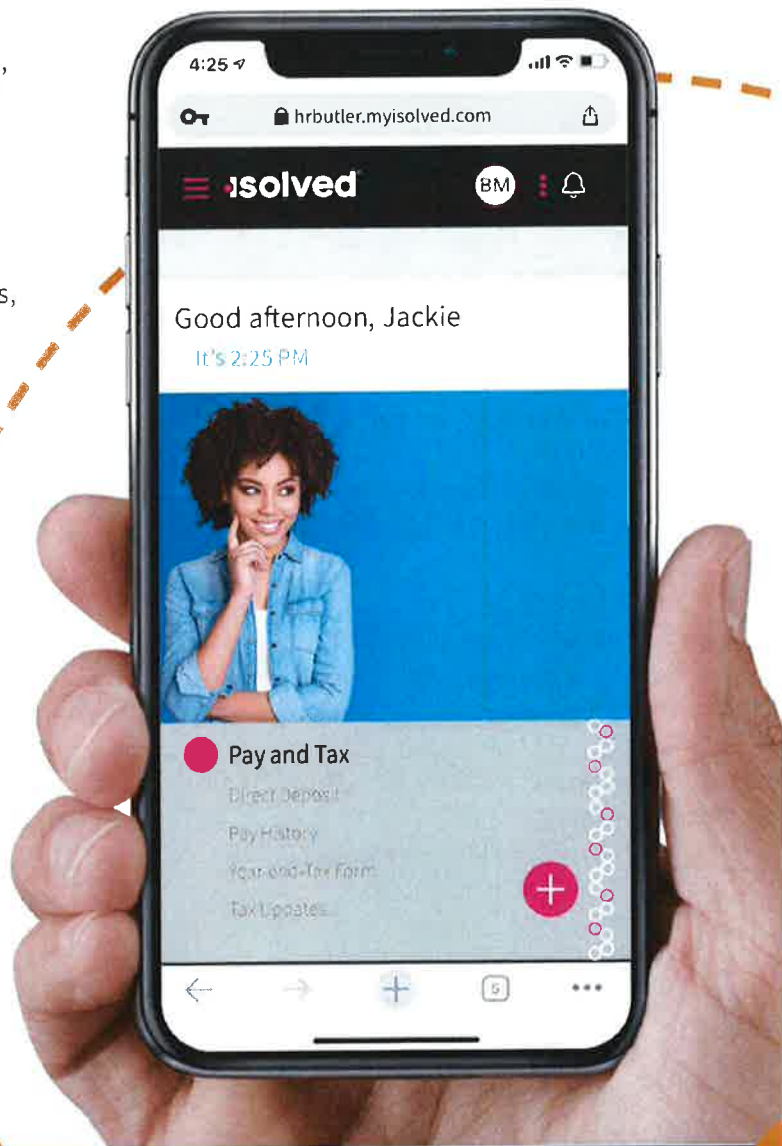
iSolved People Cloud is a personalized user experience, a consumer-grade app that exceeds employees' usability standards and makes it simple to access important information. On all devices, this cutting-edge experience is simple to use, intuitive, and fully responsive.

## FEATURES

- Year-end form, available at your employees' fingertips
- Pay history to view earnings at a glance
- Full paycheck details and an archive
- Modern time cards with simplified tracking
- Filterable calendar with access to schedules, absences, and an hourly summary
- Time-off balances and requests
- Emergency contacts, beneficiaries, and dependents
- Federal reporting data
- A customized experience at every login

## WHAT'S INCLUDED

- Payroll Processing
- Human Resources
- Time & Attendance
- Benefits Enrollment
- Talent Management
- Share & Perform
- Learn & Grow
- HR Link Consulting





# HCM Solutions

## PAYROLL PROCESSING

Payroll is a core component of the mission-critical functionality within isolved's People Cloud. The intuitive technology ensures your payroll is processed efficiently and accurately. Payroll preview puts you in control and allows you to catch errors before you process. Leverage a multi-layered security strategy to ensure that system access is limited to the right people. It's easy for you and your employees to use.

It also includes the isolved Adaptive Employee Self-Service Portal, giving employees and managers access to the information they need, when they need it. View pay stubs and accrual balances, clock in and out, and request time off, all from the app.

- Real-time payroll preview
- Garnishment management
- Automated tax filing
- No-fee direct deposit
- Check, direct deposit or pay card payment options
- Anywhere, anytime access
- Standard payroll reports
- Employee and manager self-service
- Complete payroll-related tax service
- Year-end services including W-2/1099 processing

## HUMAN RESOURCES

You can input, store and report all types of employee data with isolved. Whether you want to set up alerts, pull compliance reports, view an employee's accrual balances, or track certifications, isolved is the answer for all your HR needs. Easily track mandated training or review the ROI associated with training. Have the information you need to make promotion decisions or disciplinary moves. In addition, you can track awards and company assets such as company vehicles, keys, and even laptops.

- New hire reporting
- Compensation and salary management/history
- Job history tracking
- PTO/vacation accrual management
- Compensation and salary management/history
- PTO/vacation accrual management
- Certifications and training management
- Job description management
- Certifications and training management
- Job history tracking

## BENEFITS ENROLLMENT

Offering an online employee benefits enrollment will not only save you time, but will also result in improved employee engagement. Employees receive consistent communication and can navigate enrollment with ease, comparing options and making educated choices.

- Real-time integration
- Automated process
- Benefit cost analysis and life-event wizard
- Carrier specific reporting
- Improve employee satisfaction
- COBRA administration

# HCM Solutions, Con't.

## APPLICANT TRACKING

- Post to hundreds of job boards with a single click
- Attract better candidates
- Decrease cost and time to hire
- Organize your hiring process
- Improve applicant experience
- Provide collaboration across hiring teams

## E-VERIFY

Greenlink simplifies the employment verification process with E-Verify built directly into the isolved platform and results returned from the Social Security Administration and Department of Homeland Security within seconds.

## HRO & LEGAL COMPLIANCE

- Dedicated HR consulting 4-6 hours a month
- HR compliance action plan
- Custom job descriptions
- Online training and legal LMS
- Legally completed employee documents
- Drafting and review of business forms
- Legally completed employee handbook development
- HR audit and gap analysis
- Key compliance deliverables
- Employee law documents
- Assistance with corporate policies and procedures
- Unlimited access to employment lawyers

## WOTC SERVICES

The federal government is offering generous Tax Credits under the Work Opportunity Tax Credit (WOTC) program to encourage businesses like yours to hire veterans, TANF and SNAP recipients, and residents of empowerment zones or rural renewal counties. These tax credit amounts are not small - ranging from \$1,200 to \$9,600 per eligible employee, to lower the amount of taxes owed by your business. Greenlink makes it easy for you to realize these tax credits. We take on the administrative burden of collecting employee info and submitting claims to the government, leveraging New Hire Onboarding to collect the required info, determine eligibility and then file the credits on your behalf.

## ADAPTIVE EMPLOYEE SELF-SERVICE PORTAL

Ensure all of your employees have access to their files and reports anytime, anywhere with a built-in self-service portal across the entire HCM platform.

- Optimize workflows
- Assign training and compliance tasks
- Increase employee engagement and accountability
- Decrease time spent on phone calls, emails, and in-person meetings
- Streamline approval processes
- Secure W-4 and I-9 completion from anywhere
- Allow self-management of payroll and HR transactions

# HCM Solutions, Con't.

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## HR ONLINE

Our fully integrated HR Online service allows you to build your HR foundation quickly and easily through our self-service libraries.

- Single state express handbook builder
- State and federal law alerts
- Training on-demand
- Law library
- HR documents and forms
- HR Advisor newsletter

## INTELLIGENT REPORTING

You'll get over 100 standard reports that help you track key metrics for your organization. Reports such as Payroll Summary, Employee Census, and OSHA incidents give HR administrators the data you need to make key decisions in real-time. However, some organizations need a more advanced analytical tool set where you can create custom reports easily, and with only a click of the mouse.

The isolated Intelligent reporting add-on puts the power of Report Writer in your hands. Report Writer doesn't require scripting or writing SQL statements. You can build formulas without crafting complex mathematical statements. Simply choose and click to create a formula in under a minute with confidence.

## DATA INTEGRATION

Integrating with third-party vendors for General Ledger, 401k and benefits carriers can be an enormous time-saver for human resources and payroll departments. You will eliminate the time-consuming and tedious task of benefits communications, all while going paperless. Your enrollments, dis-enrollments and change requests are processed promptly and accurately, and communicated by a variety of vendor communication options to carriers when using an integrated connection. Our Integration bundle provides customers the ability to integrate with up to three connections of your choice.

## LABOR LAW POSTERS

Greenlink will ensure your business stays compliant with Department of Labor standards by providing updated labor law posters when changes occur, typically once or twice a year (quoted for a single location; each additional location is \$8.00 per month).





**Quote for Payroll and Time Services**

Description	Price	Qty	Subtotal
-Base Payroll Processing Fee Bi-Weekly	\$63	1	\$63
-Payroll Processing Fee Per EE Bi-Weekly	\$1.72	55	\$94.60
Additional Locals Bi-Weekly	\$2.75	10	\$27.50
OP&F OPERS Bi-Weekly	\$10	2	\$20
Timekeeping Base Fee Bi-Weekly	\$10	1	\$10
Timekeeping Per EE Bi-Weekly	\$0.75	40	\$30
Basic Scheduling Bi-Weekly	\$1.05	40	\$42
Basic General Ledger Bi-Weekly	\$7.50	1	\$7.50
<b>TOTAL</b>			<b>\$294.60</b>

**Yearly Fees for W-2's, 1099's & 1095's are \$35 per service and \$4.95 per person.**

**Services subject to applicable taxes.**



SIGNATURE

Jamie Nicholson



**Quote for HCM and HR Services**

Description	Price	Qty	Subtotal
ACA Reporting Base Fee Bi-Weekly	\$27.50	1	\$27.50
ACA Reporting Per EE Fee Bi-Weekly	\$0.55	50	\$27.50
HR Bundle Base Fee Bi-Weekly	\$38	1	\$38
HR Bundle Per EE Bi-Weekly	\$4	55	\$220
TOTAL			\$313

**Yearly Fees for W-2's, 1099's & 1095's are \$35 per service and \$4.95 per person.**

**Services subject to applicable taxes.**



SIGNATURE

Jamie Nicholson



### Quote for Set Up Fees

Description	Price	Qty	Subtotal
ACA Reporting Set Up Fee			\$500
			\$250
			Discount -50%
Basic General Ledger Setup Fee			\$250
HR Bundle Set Up Fee			\$5,000
			\$1,000
			Discount -4000\$
Mobile App Set Up Fee			\$50
			\$0
			Discount -100%
Scheduling Set Up Fee			\$25
Tax Setup Fee			\$25
Timekeeping Set Up Fee			\$100
<b>TOTAL</b>			<b>\$1,650</b>
<b>Total Savings</b>			<b>\$4,300</b>

Yearly Fees for W-2's, 1099's & 1095's are \$35 per service and \$4.95 per person.

Services subject to applicable taxes.



SIGNATURE  
Jamie Nicholson

