Current Payroll Challenges

• **Labor intensive**
  – 2 Payroll Specialists and 2 Interns
  – 6 – 8 total days to produce paychecks

• **No Employee access**
  – Change withholdings, addresses, phone number
  – Print copies of W-2’s or earnings statements

• **Errors**
  – Time Off requests when no time is available on the books
  – Data entry
  – Many hands + many steps = potential errors.
Search for a Solution

Payroll Providers:

• Paychex

• ADT

• Paylocity

• Paycom Payroll, LLC
Paycom Payroll

Paycom Payroll, LLC

- In depth needs assessment of Business Operations
  - Only provider to provide prior to quote
  - Met with key users in each department multiple times
- Extensive Knowledge and Experience
- ISO 27001, 9001, 22301 and SOC 2- Certified
- On Time First Check Date 95.2%
- Direct Data Exchange (DDX) after first 3 months 96%
- Customer Retention 93%
- Customer support available 24/7
Paycom Cost

• Purchase order issued May 12, 2021, for $118,061.87
  – One Time Set Up & Training $28,061.87
  – Cost per Employee/Pay Period $14.44
  – Approximately $3,153.07 per Pay Period
Employee Access

Accessing Payroll Information through Self Service Portal

- 2 proximity time clocks utilizing current ID badges
  - Operations
  - Maintenance
- Desktop application
- Mobile app

Employees Can Access:
- W-2’s
- Pay Stubs
- Address/Direct Deposit/W-4 Changes
- Request Time Off
Benefits

Less Manual Data Entry
- 2 Full Time Payroll Staff/2 Part Time Interns
- 6 – 8 full days for 195 employees

Reduction in Possible Errors
- Less paper to get lost in
  - Time Sheets/Cards
  - Time Off Requests
  - Other Payroll Requests
- Cannot Request Time Off for Hours not Available

Employees can access their information anytime

Retention of historical data as per Retention Policy
Questions?