NORTHBROOK PUBLIC LIBRARY BOARD MEETING
October 9, 2024 | 7:00 p.m.
Northbrook Public Library | Youth Services Activity Room

Special Meeting Agenda

1   <u>Call Special Meeting to Order</u> – Ms. Stacy Oliver

2   <u>Board of Trustees Roll Call</u> – Ms. Unikel

3   <u>Approval of the Agenda</u> – Ms. Stacy Oliver

4   <u>Public Comments</u>

5   <u>Unfinished Business</u>

6   <u>New Business</u>
      6.1 Payroll Provider Selection

7   <u>Adjourn</u>

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested to contact Brodie Austin at 847-272-7074 promptly to allow the Northbrook Public Library to make reasonable accommodations for those persons. Hearing impaired individuals may establish TDD contact by calling 847-272-7074.
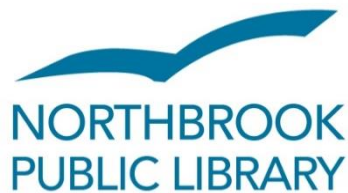
Memorandum

DATE: October 4, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Payroll Services Recommendation

Recommendation
After demos and research, we recommend ADP for our payroll needs. Here's why:

- **Integration Capabilities:** ADP works well with BambooHR, which means smoother data management.
- **Customer Support:** ADP offers live customer service and support, and we would have a dedicated Customer Services account representative. This is a new customer service model and we do have some reservations about this as it is new along with the level of customer service, we will receive post implementation.
- **Cost-Effectiveness:** ADP is the highest-priced option, but we believe that the tools offered will help us stay up to date with payroll regulations, make payroll easier for staff, and create an efficient payroll process.
- **References:** Other libraries have shared positive experiences with ADP.
- **Staff Support:** Based on the feedback we've gathered from staff about the key features they value in a new payroll service provider, we believe ADP is well-suited to meet their needs, both during the initial implementation and through ongoing support.

History of Payroll Situation
In July and August, Library staff and Board members met with the Village Staff and Board Members regarding the change in payroll processing - the Village will stop processing our payroll effective December 31, 2024, due to their move to a cloud-based system. We also need to get our own Federal Employer Identification Number (FEIN). The short notice and lack of communication were disappointing, but as we have promised to staff and the board, we have been diligently working on next steps to ensure a smooth transition.

What We've Done So Far
We talked to our attorney, who confirmed that the Village can make this change since there are no formal agreements preventing them from stopping payroll services. We've also started

looking at alternative payroll processors and narrowed it down to three options: ADP, Lauterbach & Amen, and BambooHR. Our goal is to find a provider that integrates well with our current HR system, BambooHR, while making payroll easier for everyone.

Selection Criteria

Our evaluations focused on the following and we've attached the evaluation rubrics for each vendor:

- **Payroll System Features:** Including reporting capabilities, data integration, and compliance with state regulations.
- **Implementation and Support:** Assessing the ease of data migration, user training, and ongoing customer support.
- **Compliance & Security:** Understanding data security measures and backup procedures.
- **Integration & Functionality**: How well does it work with existing systems and does it function in ways that we need it to from a timeclock/accruals perspective
- **Vendor Considerations:** Gathering references and looking over contract terms and long-term support.

Why Not Lauterbach & Amen

We've decided not to go with Lauterbach & Amen, due to the perception of impropriety even though they're qualified and received good references. This firm, specializing in accounting services for Illinois municipalities, has the best customer service and support by offering a dedicated customer service agent. We consulted with our attorney, who confirmed that there is no legal prohibition on entering into a contract with them. However, the attorney noted that the "appearance of impropriety" could still be a concern and might outweigh the benefits.

Why Not BambooHR

We're also not pursuing BambooHR for payroll. Even though they are the lowest-cost vendor, their customer service during our previous HRIS implementation was inadequate. Additionally, they charge extra fees for essential services such as W-2 creation, custom reports, and training. This makes them a less reliable and more expensive option in the long run.

Next Steps

If approved by the board, we'll move forward with ADP and continue the process of getting our own FEIN.

Because this was not part of the regular budget and in line with our General Policy 206 Authority to Spend, we are asking the board to approve: Hiring ADP for payroll services for $21,345.65 plus set-up costs.

Payroll Processor Costs

	Lauterbach & Amen	ADP	BambooHR (see note below)
Core HRIS Plan			9,278.52
Advantage HRIS Plan			-7,809.12
Time Tracking			2,783.52
Payroll Processing	17,040.00	15,363.65	6,958.92
Estimated additional fees for essential services			
W-2			580.00
custom reports			3,900.00
training			1,200.00
FlexSpring*		4,500.00	
Annual Costs	17,040.00	19,863.65	16,891.84
Set Up Costs	3,500.00	2,000.00	2,000.00
FlexSpring Set Up Cost *		1,500.00	
One Time Costs	3,500.00	3,500.00	2,000.00
Total Year One Costs	20,540.00	23,363.65	18,891.84

* Flexspring is a connector to integrate BambooHR with ADP Workf

We have not spoken to the FlexSpring representative and are
hoping the annual cost and set up fee can be reduced

Note:
Currently we use the BambooHR Advantage Plan for our HRIS service. We
Pricing for BambooHR is based upon headcount and additional fees are
Due to the complexity of their fee structure and the difficulty in estimating

ADP

Evaluation Category	Criteria
1. Payroll System Features	Availability of standard reports (e.g. quarterly wage, W-2, 1099, 1095)
	Ability to generate custom reports
	Support for treasurer, total compensation, and audit reports
	Ad-hoc reporting and custom financial reports
	Non-Illinois state reporting capabilities
Subtotal 1: Payroll System Features	**38 out of 50**
2. Employee Data Integration	Integration with other employee data systems (e.g. BambooHR)
Subtotal 2: Employee Data Integration	**7 out of 10**
3. Data Migration Support	Support for migrating historical payroll data
Subtotal 3: Data Migration Support	**6 out of 10**
4. Implementation and Support	Clear and reasonable implementation timeline
	Quality of user training for staff and managers
	Ongoing training or support availability
	Post-implementation support during transition
	Customer support hours and channels (phone,chat email)
Subtotal 4: Implementation and Support	**39 out of 50**
5. Compliance and Security	System's ability to stay updated with changing labor laws
	Security measures for payroll data
	Backup and recovery process for system failures
	Availability of audit trails for payroll transactions
Subtotal 5: Compliance and Security	**29 out of 40**
6. Integration and Functionality	Integration with financial/accounting systems (e.g. Blackbaud)
	Capability for expense reimbursement via payroll
	Handling of leave accrual rules and balances
	Staff access to accrual balances, pay stubs, and personal info
	Availability of time clock/recording system (e.g. timesheets)
	Access from computer (non-mobile)
Subtotal 6: Integration and Functionality	**46 out of 60**
7. Vendor Considerations	Vendor reputation (references from other organization)
	Long-term customer support and methods of contact
	Contract terms, including cancellation policies and fees
Subtotal 7: Vendor Considerations	**22 out of 30**
Grand Total: All Evaluation Categories	**187**

Company Information

Northbrook Public Library
1201 Cedar Ln
Northbrook, IL 60062-4513
United States

Executive Contact

Anna Amen
Manager of Finance
aamen@northbrook.info
(847) 272-6224

115	$2,000.00	$15,363.65	($3,419.70)
Total Employees	Implementation Costs	Total Annual Investment	Total Annual Savings during promotional period; See Terms

Expiration
10/18/2024

ADP Sales Associate

Thomas Donatelli
DS MAS IB Core Prospect
thomas.donatelli@adp.com
610-486-5612

** The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.

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Sales Order

Company Information

Northbrook Public Library
1201 Cedar Ln
Northbrook, IL 60062-4513
United States

Executive Contact

Anna Amen
Manager of Finance
aamen@northbrook.info
(847) 272-6224

Recurring Fees and Considerations
Number of Employees: 115 on Northbrook Public Library

Per Processing

Per Processing	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	115	-	$60.00	$4.33	$557.95	$14,506.70
• Enhanced Payroll						
• Essential Time						
Delivery Fee (if applicable)	1	-	-	$12.00	$12.00	$312.00
Employment and Income Verification	115	-	-	-	$0.00	$0.00

Monthly Processing

Monthly Processing	Count	Min	Base	Rate	Monthly	Annual
State Jurisdiction Fee	1	-	-	$6.60	$6.60	$79.20

Annual Processing

Annual Processing	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	115	-	-	$4.05	$465.75

Total Annual Investment

Total Annual Investment	Total Annual
Workforce Now Services	$15,363.65
Estimated Value of Total Annual Concession; Already applied to values above:	$7,973.10

Other Considerations

Other Considerations	Total
Implementation	
• Implementation for Workforce Now Payroll Solutions	$2,000.00

Total Other Considerations

Total Other Considerations	Total Setup
Implementation and One-Time Fees	$4,000.00
Discount Value	($2,000.00)
Total Net Implementation and One-Time Fees	$2,000.00

Important Project and Billing Information

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

ADP will assign to Client an ADP Account Manager. The Account Manager's role is to promote client satisfaction by (i) being Client's point of contact to assist with any of their service needs, (ii) determining the appropriate course of action to resolve Client requests, and (iii) escalating Client requests within ADP to the appropriate subject matter expert, if needed. Notwithstanding the foregoing, ADP reserves the right (in its sole discretion) to discontinue, modify or otherwise amend its Account Manager Model service program at any time without notice. The ADP Account Manager shall not engage with more than two named client contacts.

Unemployment Claims in excess of the 10% claims cap will be billed at $36.00 per claim. The fee for optional hearing representation is $155.00 per appearance. Attorney representation required in certain states and is subject to change (currently: AZ, DE, KY, MO, NC, SC, SD, and WV). Representation fee not to exceed actual attorney fees. Optional service available through non-ADP affiliated attorneys. Attorneys will be retained on behalf of client for limited purpose of representing Client at the hearing. No referral fee applies. No attorney-client relationship exists or will be formed between ADP and Client.

Promotion

Client will receive 6 months free spread over 2 years, applying to months 7-9 and 19-21 from each product/controls billing start date (also referred to as the Promotional Period). Items specifically excluded: implementation, tax and banking (including reverse wire), jurisdiction, year-end, maintenance and professional Services fees. Actual promotional value may vary based on a number of reasons, including but not limited to: start date, number of processings and employees paid during the promotional month(s). Services added after the date hereof are not eligible for the Promo.

Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date. ADP will send invoices to aamen@northbrook.info

Expiration Date: 10/18/2024

Summary

Estimated Annual Net Investment:	$15,363.65	Total Net Implementation:	$2,000.00
Estimated Annual Net Investment during promotional period:	$11,943.95		
Estimated Annual Concession (already applied): $7,973.10			

The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.

ADP, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

Client: Northbrook Public Library

Signature: _____

Name: _____

Title: _____

Date: _____

Workforce Now Included Services

Enhanced Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- New Hire Reporting
- General Ledger Solution
- Intelligent Insights for Employee Issue Resolution
- Online Reports and Pay Statements
- Employee and Manager Self Service
- Paid Time Off Accruals
- ADP Portal with Customized Content
- Access to Mobile Apps
- Employee Discount Program
- Group Term Life Auto Calculation
- Conversational Virtual Assistant

Essential Time

- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- Rule Based Calculations
- Scheduling
- Mobile Access

Employment and Income Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications
- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration

Bamboo HR

Evaluation Category	Criteria
1. Payroll System Features	Availability of standard reports (e.g. quarterly wage, W-2, 1099, 1095)
	Ability to generate custom reports
	Support for treasurer, total compensation, and audit reports
	Ad-hoc reporting and custom financial reports
	Non-Illinois state reporting capabilities
Subtotal 1: Payroll System Features	**38 out of 50**
2. Employee Data Integration	Integration with other employee data systems (e.g. BambooHR)
Subtotal 2: Employee Data Integration	**10 out of 10**
3. Data Migration Support	Suppport for migrating historical payroll data
Subtotal 3: Data Migration Support	**5 out of 10**
4. Implementation and Support	Clear and reasonable implementation timeline
	Quality of user training for staff and managers
	Ongoing training or support availability
	Post-implementation support during transition
	Customer support hours and channels (phone,chat email)
Subtotal 4: Implementation and Support	**25 out of 50**
5. Compliance and Security	System's ability to stay updated with changing labor laws
	Security measures for payroll data
	Backup and recovery process for system failures
	Availability of audit trails for payroll transactions
Subtotal 5: Compliance and Security	**18 out of 40**
6. Integration and Functionality	Integration with financial/accounting systems (e.g. Blackbaud)
	Capability for expense reimbursement via payroll
	Handling of leave accrual rules and balances
	Staff access to accrual balances, pay stubs, and personal info
	Availability of time clock/recording system (e.g. timesheets)
	Access from computer (non-mobile)
Subtotal 6: Integration and Functionality	**44 out of 60**
7. Vendor Considerations	Vendor reputation (references from other organization)
	Long-term customer support and methods of contact
	Contract terms, including cancellation policies and fees
Subtotal 7: Vendor Considerations	**10 out of 30**
Grand Total: All Evaluation Categories	**150**

bambooHR®

Price Quote

Monthly

Product	PEPM List Price	Effective PEPM	Quantity	Months	Volume Discount	Bundle Discount	Nonprofit Discount	Total (USD)
HR								
Core	$10.00	$6.67	116	1	21.58%		15.00%	$773.21*
Time Tracking	$3.00	$2.00	116	1	21.58%		15.00%	$231.96*
Payroll								
Payroll	$7.50	$5.00	116	1	21.58%		15.00%	$579.91*
Estimated Total Monthly Cost								**$1,585.08**

One-Time

Service	List Price	Quantity		Total (USD)
Payroll Implementation	$2,000.00	1		$2,000.00
Estimated One-Time Cost				**$2,000.00**

* This is your monthly price based on the quoted headcount and products. You will be billed for the employee headcount quoted above until that number is exceeded. If your total employee count changes, so will your total monthly cost.

** Applicable sales tax may be added. The Bundle Discount will automatically apply any month you are being actively billed for all three products: HR, Benefits Administration, and Payroll.

Month-to-Month | No Long-Term Commitment

Monthly Costs

Core	$1,160.00
Time Tracking	$348.00
Payroll	$870.00
Monthly List Price	**$2,378.00**
Total Effective Discount	(33.34%) ($792.92)
Total Cost Per Month	**$1,585.08**

Due at Activation

First Month of Core	$773.21
First Month of Time Tracking	$231.96
Payroll Implementation	$2,000.00
Total Due at Activation**	**$3,005.17**

Monthly Comparison

Product	New	Previous	Difference
HR			
Core	$773.21	$618.60	$154.61
Time Tracking	$231.96		$231.96
Payroll			
Payroll Total	$579.91		$579.91
Monthly Total	**$1,585.08**	**$618.60**	**$966.48**

Additional Payroll Services not included in this price quote:

For a full list of additional payroll services offered, [click here](#)

Collect & Remit Garnishments	$4.00 per garnishment per pay cycle
W-2 forms	$5.00 per W-2 form
1099 Base Service	$25.00 Annually
Print & Mail 1099 forms (Note: All 1099 contractors will be mailed a 1099 form)	$12.00 per 1099 form printed and mailed
Research and/or Problem Solving	$200.00 per hour, $200.00 minimum
Custom General Ledger Report Creation *(Highly Complex requests will be charged $600)*****	$400.00
401k/HSA/FSA/Workers Comp Custom Report Creation****	$300.00
General Ledger Report Updates	$200.00
401k/HSA/FSA/Workers Comp Custom Report Updates	$75.00

**** Please note that, upon delivery of a custom report, a 30-day warranty period is granted during which adjustments to the report will be made for no charge.

Product Details

Core Includes:

- Employee Records
- Company Directory & Org Chart
- Document Storage - 20 GB + 500 MB per active employee
- Applicant Tracking System - 5 Job Openings
- Standard & Custom Reporting & Analytics
- Custom Access Levels
- Custom Email Alerts
- Custom Tabs & Fields
- Time-Off Management
- Training Tracking
- Benefits Tracking
- Company Calendar
- Mobile App
- Onboarding/Offboarding
- eSignatures
- Company Branding
- Audit Trail
- Access to the Partner Marketplace
- Open API
- Total Rewards
- Employee Wellbeing
- Employee Satisfaction with eNPS

Add-ons: BambooHR Time Tracking, Payroll, and Benefits Administration may be purchased as add-on products.

Payroll Includes:

- Real-time data syncs with BambooHR
- Unlimited regular and off-cycle payroll runs
- Federal, state, and local tax filing
- Employee access and digital paystubs
- Flexible pay schedules
- Additional pay adjustments
- Comprehensive payroll reporting
- W-2 filing and creation
- Exceptional customer support
- Data security and privacy

Time Tracking Includes:

- Daily Time Entry
- Employee Timesheets
- Automatic Reminders
- Approval Workflow
- Automatic Overtime Calculations
- Report for Payroll

Payroll Implementation Includes:

- Complete Payroll Registration before implementation begins[†]
- A dedicated Payroll Project Manager for 3-4 weeks
- A detailed review of your data in BambooHR
- A data import of your current Year-to-Date (YTD) information
- Instructions on how to access payroll
- Set up deductions and taxes
- Set up employee direct deposit information
- System training
- Finalize settings for first payroll run
- Instructions on how to run payroll

*[†] Prior to implementation, you will be provided a checklist of items to complete.
Failure to complete these items before meeting with your Payroll Project Manager
will delay your implementation start date and first payroll run and may result in
additional data entry fees.*

Implementation does not include the following services: Adjustment of employee self-service and access release/modification; Uploading of files, photos, and documents; Manual data entry (hand entering) from paper files or PDF documents; Setting up of onboarding/offboarding checklists; Posting jobs or importing resumes; Importing any Time Off data prior to the current calendar year; Importing Benefit data in excess of 1 calendar year and for any inactive employees; Importing of any terminated employee data prior to the current calendar year; Extended time longer than the dedicated 4-6 week timeframe - Extra time, if needed, is billed by the hour at the conclusion of the implementation timeframe

BambooHR will not do custom programming efforts or any development work with the BambooHR API in integrating with external systems. Utilization of the BambooHR API is completed by the customer with technical support available via email. Maintenance of integrated external systems is the sole responsibility of the client. The enablement of BambooHR Marketplace partners is also the responsibility of the client.

Things you need to know in connection with this price quote:

1. Prices quoted above are based on your agreement to subscribe to the above noted services, and represents the number of active employees that you have indicated will be added to BambooHR when fully implemented. You will be billed for the employee headcount quoted above until that number is exceeded. Should your number of employees change after your quoted headcount is exceeded, or subscribe to additional services, your prices may increase or decrease.

2. Payment for services, including implementation, are due immediately upon acceptance of this price quote. Core and add-ons monthly per employee rates or monthly flat rate subscriptions will renew on a month-to-month basis until terminated. Payment for Payroll services, not including implementation, are due at the first payroll run. For Payroll any applicable ancillary charges will be due incrementally as payroll runs are processed.

3. HR pricing is dependent on the number of employees using each product. In months where 25 or fewer employees you will be charged a flat monthly rate of $250.00.

4. Payroll pricing is dependent on the number of employees you paid in the previous calendar month. In months where 25 or fewer employees are paid a flat rate of $190.00 will be charged to your account.

5. In months where a Payroll run has not occurred, you will be charged an account management fee of $125.00.

6. If you postpone your scheduled implementation date after Year-to-Date (YTD) information has already been added to your account, you will be charged $200.00 per file of additional YTD data entry.

7. W2 and 1099 forms will be mailed to all terminated employees. Additionally, employees electing to only receive a digital copy will need to opt-in within BambooHR, otherwise, they will receive a mailed copy.

8. BambooHR's services are governed by our Terms of Service found at https://www.bamboohr.com/legal/terms-of-service; payroll services are governed by our Payroll Services Agreement found at https://www.bamboohr.com/legal/payroll-services-agreement. Both agreements are formally accepted in the product.

9. Please contact your BambooHR sales representative with any questions or changes, or you may contact customer support at 801-724-6600.

BambooHR | 42 Future Way | Draper | Utah | 84020

L&A

Evaluation Category	Criteria
1. Payroll System Features	Availability of standard reports (e.g. quarterly wage, W-2, 1099, 1095)
	Ability to generate custom reports
	Support for treasurer, total compensation, and audit reports
	Ad-hoc reporting and custom financial reports
	Non-Illinois state reporting capabilities
Subtotal 1: Payroll System Features	**36 out of 50**
2. Employee Data Integration	Integration with other employee data systems (e.g. BambooHR)
Subtotal 2: Employee Data Integration	**7 out of 10**
3. Data Migration Support	Suppport for migrating historical payroll data
Subtotal 3: Data Migration Support	**6 out of 10**
4. Implementation and Support	Clear and reasonable implementation timeline
	Quality of user training for staff and managers
	Ongoing training or support availability
	Post-implementation support during transition
	Customer support hours and channels (phone,chat email)
Subtotal 4: Implementation and Support	**42 out of 50**
5. Compliance and Security	System's ability to stay updated with changing labor laws
	Security measures for payroll data
	Backup and recovery process for system failures
	Availability of audit trails for payroll transactions
Subtotal 5: Compliance and Security	**25 out of 40**
6. Integration and Functionality	Integration with financial/accounting systems (e.g. Blackbaud)
	Capability for expense reimbursement via payroll
	Handling of leave accrual rules and balances
	Staff access to accrual balances, pay stubs, and personal info
	Availability of time clock/recording system (e.g. timesheets)
	Access from computer (non-mobile)
Subtotal 6: Integration and Functionality	**44 out of 60**
7. Vendor Considerations	Vendor reputation (references from other organization)
	Long-term customer support and methods of contact
	Contract terms, including cancellation policies and fees
Subtotal 7: Vendor Considerations	**21 out of 30**
Grand Total: All Evaluation Categories	**181**

Payroll Services Proposal for Northbrook Public Library
September 23, 2024

Service Item	Monthly Fee	Annual Fee
Core Services		
Payroll module access and payroll processing	$ 250	$ 3,000
Quarterly state and federal returns	20	240
Annual W-2s	15	180
Additional Services		
Vendor Payment Processing	105	1,260
Swipeclock Solutions:		
WorkforceHub Plus Timekeeping, HR Management, Recruiting, Employee Scheduling, and Employee Self-Service Portals	930	11,160
Other services (optional)		
Prepare and file monthly wage reports with IMRF	100	1,200
Total proposed fee	**$ 1,420**	**$ 17,040**
Total fee less optional services	**$ 1,320**	**$ 15,840**
One-Time Fees		
Payroll setup		$ 1,000
Swipeclock solutions setup		2,500
Total proposed one-time fees		**$ 3,500**

Scope of Services

Payroll Module and Payroll Processing

Access to Accounting CS payroll module for 2 users

Processing of all direct deposits and paper checks (if applicable)

Payroll reports provided each pay period through secure file exchange portal

Pay stubs and W-2s delivered to employees via WorkforceHub self-service portals

Payroll transactions mapped to general ledger accounts

Remittance of all state and federal taxes

Prepare and file monthly wage reports with IDES

Troubleshooting and problem resolution as needed

Vendor Payment Processing

Remittance of payments to the 457 plan provider each pay period

Quarterly and annual reporting

Prepare and file all quarterly payroll tax returns

Process and file all annual payroll tax forms (W2), including submission to SSA and State of Illinois

Swipeclock Solutions: WorkforceHub Plus Timekeeping, HR Management, Recruiting, Employee Scheduling, and Employee Self-Service Portals

Setup and access to timekeeping, HR management, recruiting, paperless employee onboarding, and employee scheduling, and geofencing through WorkforceHub Plus software solution by Swipeclock

Tracking of employee accrual hours for vacation, sick, comp time, and personal time as applicable

Other Services

Prepare and file monthly wage reports with IMRF