

2024 Rate Card - Confidential

<u>Payroll Processing</u>	<u>Base</u>	<u>Per Employee / Per Event</u>	<u>Notes</u>
Weekly	\$36.40	\$3.28	After 1
Bi-Weekly	\$62.40	\$3.28	After 1
Semi-Monthly	\$62.40	\$3.28	After 1
Monthly	\$72.80	\$3.28	After 1
Quarterly	\$225.00	\$0.00	
Annually	\$750.00	\$0.00	
Set-Up Fee (min, non-refundable)	\$250.00		
Direct Deposit	\$7.50	\$0.35	
Accruals	\$10.00	\$0.25	
Payroll Manual Entry Fee (in addition to base)	\$10.00	\$0.50	
New Hire Manual Entry Fee		\$5.00	
<u>Human Resource Services</u>	<u>Base</u>	<u>Per Employee/Per Pay Period</u>	<u>Notes</u>
HR Support Center	\$10.00	Old Pricing... See Zywave below	
HR Support Center w/ On-Call Support	\$35.00	Old Pricing... See Zywave below	
Dash Onboarding	\$10.00	\$6.00 per new hire	
Dash Onboarding Set-Up	\$100.00		
Labor Law Poster (Ad Hoc)	\$35.00	Per Poster	
Labor Law Update Service (Ad Hoc)	\$9.95	Monthly	

Employee Self Service Set-up	\$100.00	Waive if switching to paperless	
Employee Self Service	\$5.00	\$0.70	
ACA Reporting Set-Up	\$100.00		
ACA Reporting	\$25 min fee	\$1.25	
<u>Reporting</u>	<u>Amount</u>	<u>Per</u>	<u>Notes</u>
Set-Up Fee (min, non-refundable)	\$100.00	WC, GL, CAL, 401k, Cert	
CalSavers / 401K Report (Detamoov)	\$20.00	Per Payroll	
General Ledger Interface	\$20.00	.iif, .csv, .xls	See BES318 for reports
New Hire Reporting Fee (Includes State & SSA & EVS)	\$4.50	Per EE	
Workers Comp Report	\$25.00	See Monday Page for more details	WC Audits (See Page 14 To View WC Audits)
Certified Payroll Report	\$20.00	Per Payroll	
Payroll Reports - Inactive Account	\$25.00	Per email	
Report Copies	\$10.00	Per email	
Extended Setup	\$50.00	Per hour	
Special Programming Setup	Cost + 35%	Mark Gertz	
Employment Screening (National Package w/ CA County)	\$35.00 Sample fee	Employer Signs up on Website	*Additional options available
<u>Time & Attendance</u>	<u>Base</u>	<u>Per Employee/Per Pay Period</u>	<u>Notes</u>
TimeWorks Plus	\$20.00	\$3.00	
TimeWorks Mobile	\$40.00	\$3.00	
TimeSimplicity	\$40.00	\$3.00	

TimeSimplicity	\$40.00	\$5.00	
Dash Webclock	\$20.00	\$3.00	
Biometric Clock	\$1,600.00		
Set-Up (min, non-refundable)	\$200.00		
Custom Script	SC Quote + 35%		
Misc Hardware & Clocks	PCI cost + 35%		
<u>Quarterly Filings</u>	<u>Per Quarter</u>		<u>Notes</u>
Amended Return - Per Form	\$100.00	Per form	
Amended Quarterly Social Security Number	\$25.00	Per employee	
Return Copies	\$25.00	Per Email	
PQA Process	***	Normal Payroll Fee	
Quarterly Filing	\$30.00	per quarter	
<u>Annual Filings</u>	<u>Base</u>	<u>Per Employee</u>	<u>Notes</u>
W-2/1099 Processing & Filing	\$65.00	\$6.50	
ACA 1095 / 1094 Generation	\$65.00	\$6.50	
Amended W-2	\$100.00	Per form	
Reprints	\$25	Per request	
<u>Additional Services</u>	<u>Amount</u>	<u>Per</u>	<u>Notes</u>
Garnishment / Agency Setup	\$35.00		
Garnishments / Agency Check	\$3.75	Per check	
Close Client Tax Agency Account	\$25.00		
Client Address Change with Tax Agency	\$25.00		

Check Stock	\$90.00	Per Ream (500)	\$15 extra for pressure seal
Inactive Account - Monthly Maintenance Billing	\$50.00	MMB	
Change of Entity	\$150.00	*variable based on complexity	
Annual Data Storage	**TBD	Variable based on size	
Delete Payroll	\$25.00	Client Request Only	
Next Day Direct Deposit	\$25.00	1 day window ach transfers	Remember to inform client
Wire Transfer	\$75.00		
Late Payroll Submission	\$25.00	Per Payroll	
Missing State ID	\$30.00	Per ID	
Revised Accrual Policy Change	\$35.00	\$10 EE Change, \$25 History Recalc	
Additional States	\$6.50	Per state	
<u>Delivery</u>	<u>Amount</u>	<u>Delivery Date & Time</u>	<u>Notes</u>
Paperless	\$0.00		
Local Pick-up	\$0.00		
Mail - Payroll	\$5.00		Full Payroll Package
Mail - Checks	\$1.00		Individual checks
Next Day	\$15.00	Monday-Friday Delivers from 8:00am -5:00pm.	
Fed Ex Next Day	TBD	Monday-Friday Delivers from 8:00am -5:00pm.	Based on City/State
Fed Ex Two Day	TBD	Monday-Friday Delivers from 8:00am -5:00pm	Based on City/State

Split Packing Fee - per location plus delivery per location	\$5.00		
<u>Zywave PCI HR</u>	<u>Setup Fee</u>	<u>Flat Monthly Fee</u>	<u>Annual Upfront</u>
HR Complete -HR Self Service, HR Consultant, EE Handbook	\$100.00*	\$49.99	\$500.00
CA Sexual Harrassment	\$100.00*	*Setup fee can be waived for current clients	
<i>1-10 Employees</i>			\$199.00
<i>11-25 Employees</i>			\$275.00
<i>26-50 Employees</i>			\$550.00
<i>51-100 Employees</i>			\$1,100.00
<i>101+ Employees</i>			\$10 per EE
Full LMS	\$100.00*	*Setup fee can be waived for current clients	
<i>1-10 Employees</i>		\$49.75	\$497.50
<i>11-25 Employees</i>		\$68.75	\$687.50
<i>26-50 Employees</i>		\$137.50	\$1,375.00
<i>51-100 Employees</i>		\$275.00	\$2,750.00
<i>101+ Employees</i>			Ask Brent
CA Workplace Violence Option 1	\$100.00*	*Setup fee can be waived for current clients	
<i>1-10 Employees</i>			\$199.00
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<i>101+ Employees</i>			\$10 per EE

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CA Workplace Violence Option 2	\$100.00*	*Setup fee can be waived for current clients	
1-10 Employees			\$799.00
11-25 Employees			\$875.00
26-50 Employees			\$1,250.00
51-100 Employees			\$2,100.00
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Local Pick-up	\$0.00		
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Mail - Agency Checks	\$1.50		Individual checks
Next Day	\$15.00	Monday-Friday Delivers from 8:00 am -5:00 pm.	Deliveries to CA, Nevada, & Arizona Does not deliver to Prescott AZ
Next Day Priority	\$27.00	Monday-Friday Delivers from 8:00 am -12:00 pm	Deliveries to CA, Nevada, & Arizona Does not deliver to Prescott AZ

Fed Ex First Overnight	TBD	Monday-Friday Delivers from 8:00 am -10:00 am	Based on City/State
Fed Ex Priority	TBD	Monday-Friday Delivers from 8:00 am -12:00 pm	Based on City/State
Fed Ex Two Day AM	TBD	Monday-Friday Delivers from 8:00 am - 12:00 pm	Based on City/State
Fed Ex Two day	TBD	Monday-Friday Delivers from 8:00 am -5:00 pm.	Based on City/State
Fed Ex Ground	TBD	Monday-Friday - 3 to 7 Business days Delivers from 8:00 am -5:00 pm.	Based on City/State
Fed Ex Standard	TBD	Delivers from 8:00 am -5:00 pm. Monday-Friday	Based on City/State
UPS Next Day Air Early	TBD	Monday-Friday Delivers from 8:00 am - 9:00 am	Based on City/State
UPS Next Day Air	TBD	Monday-Friday Delivers from 8:00 am -12:00 pm.	Based on City/State
UPS Two Day Air	TBD	Monday-Friday Delivers from 8:00 am -5:00 pm.	Based on City/State
UPS Three Day Air	TBD	Monday-Friday Delivers from 8:00 am -5:00 pm.	Based on City/State
UPS Ground	TBD	Monday-Friday Delivers from 8:00 am -5:00 pm.	Based on City/State
Check Stock Delivery Courier Standard	\$20.00	Monday-Friday Delivers from 8:00 am -5:00 pm.	Deliveries to CA, Nevada, & Arizona Does not deliver to Prescott AZ
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WC Audits

What is Worker's Compensation?

- The concept that workers should be protected from and compensated for injury or illness occurring in the workplace came about with the rise of the trade union movement at the beginning of the 20th century. Workers' compensation insurance is a direct result of public awareness and outrage at the poor and often dangerous working conditions people were forced to labor under in order to make a living, and the financially devastating effects of a work-related injury or illness on the worker and the worker's dependents.
- Workers' compensation insurance is the oldest social insurance program in the United States; in fact, it is older than both social security and unemployment compensation.
- California adopted workers' compensation laws in the 1910s along with most other states. Workers' compensation is based on a no-fault system, which means that an injured employee does not need to prove that the injury or illness was someone else's fault in order to receive workers' compensation benefits for an on-the-job injury or illness.
- Since almost every working Californian is protected by the workers' compensation system, it is important that employers and employees alike have an understanding of workers' compensation insurance and how it works.

What is a Worker's Compensation Audit?

- **Classification:** Workers' compensation premium calculations are based on how employers are classified according to their operations and the rate assigned to each corresponding employer classification.
- **Open Rating:** Workers' compensation insurers assign a specific rate to each industry classification code.
- **Premium Modification:** The classification code with its corresponding rate is the first part of premium calculation. The rate itself is expressed in dollars and cents. The payroll for each classification is estimated and then multiplied (per each \$100 of payroll) by the applicable rate. The sum of the equation is referred to as the "base" premium.
- **Experience Modification:** An employer's experience modification is calculated from payroll and loss information that insurance companies are required to submit on an annual basis. The formula takes into account the employer's payroll and losses (paid losses and loss reserves) for an experience period.
- **Payroll Estimate:** At the beginning of each period the total payroll and premium for the year is calculated and a deposit is required. Alternately if they have Payroll as you go the deposit can be waived but they are required to submit monthly reports.
- **Premium Audit**
 - The final premium of a workers' compensation policy cannot be calculated until the policy term is over and the employer's payroll records have been audited. The final audit of payroll records determines if the initial payroll estimate was either high or low. If the payroll has gone up from the estimate, then the employer will owe additional premium. If the payroll has gone down from the estimate, then the insurance company will owe the employer a return premium.

- Failure to comply with an insurance company's audit can lead to the cancellation or non-renewal of a policy, and insurance companies can use all legal means at their disposal to collect outstanding premiums

policy, and insurance companies can use all legal means at their disposal to collect outstanding premiums. In addition, an employer that fails to allow an insurer audit may be liable to pay a total premium equal to three times the estimated policy premium. Further, the WCIRB can promulgate experience modifications using reported losses but excluding unaudited payroll, which typically results in an increased experience modification from the prior years.

- **Calculations**

- WC Premium wages: Gross - Overtime Excess - Doubletime Excess - Exempt Employee Wages
 - Overtime Excess is the .5x extra in OT. Get excess by taking OT wages and dividing by 3.
 - Doubletime Excess is the 1x extra in DT. Get excess by taking DT wages and dividing by 2.
 - Exempt Employees are usually owners and are listed in the policy
- WC Audit Wages: Gross - Medical 125
 - These amounts are used to reconcile to the tax returns. See below.

What are we trying to accomplish at PayrollCentric?

- Compliance: Making sure that we can provide what the client needs to have a successful audit.
- Ease: Showing the clients that our services can provide everything they need for the audit.
- Care: Treating the client as if we are their partner and confirming that the job gets done.
- Revenue: Making sure that we are paid a fair fee for helping the client. Growing PayrollCentric by providing expert and exceptional services.

Parts of a WC Audit

- **Sample Workers Comp Audit Email**
 - Payroll Reports for 05/01/23-05/01/24
 - Off audit period payroll totals
 - April 2023
 - April 2024
 - 941's or DE9s for Q2, Q3, Q4 of 2023 and Q1 of 2024. Line 5c or Line 1
 - Profit and Loss Statement (this will be used to verify 1099 labor)
 - Online form or PDF form.
- **Action Items**
 - Workers Comp Report
 - The main report will encompass the entire period.
 - There can be adjustment reports to reconcile the main report to the tax returns
 - All reports should contain Gross, Overtime, Double Time, Medical 125, Other Deductions Similar to Med125. 401k is not needed. All reports should be by employee.
 - Workers Compensation Report RP 560 0601
 - Labor Distribution Report RP 600 0001
 - Advanced Report Writer

- Tax Returns

- Use the reports that are closest to the WC Period. The agency will usually say which reports they want.
- They are looking for either the 941, Page 1, Line 5C Wages or CA DE9 Page 1, Line 2 or Both.
- Worker's Compensation Form
 - Form provided by the agency. Either Online or by PDF.
 - Although we should not fill out the form, as there could be question related to the business and not to payroll. We should be able to provide answers for any payroll questions that they need help with.
- Profit and Loss Statements or General Ledger
 - Not an action item for us. We do not provide this. The client must provide this information.
 - The WC company is looking to see in their books if they are paying people off payroll. They will add these payments/people to the audit if so.


Deliverables

- **Labor Distribution Report**
 - Easiest report to process and use
 - Includes all information needed
 - Can be set up in Dash for employer to run or you can run it for them.
 - Best for smaller clients (100 EE's or less)
- **Workers Compensation Report**
 - Must gather information about the WC Policy from the client
 - Setup is required in RP to make it work.
 - Once set up can be sent with Every Payroll, Monthly, Or by WC Period
 - Better information than the Labor Report but requires more setup.
- **Advanced Report Writer**
 - Needs to be setup in Dash.
 - Easy to include all information needed
 - Needs some adjustment to the spreadsheet output.
 - Best for larger clients as it's easier to use than the Labor Report (100 EE's or more)
- **Tax Returns**
 - Can be found in Dash or emailed to clients.
 - Password protect file or remove pages with SSN before emailing.
- **Audit Form Answers**
 - Client will need to provide a copy of the form.
 - We can provide answers related to payroll.
- **Upload to DASH**
 - All completed forms and reports can be uploaded to the documents section of DASH
 - Reports can be setup to run in Dash.
- **Send by Email**

- For non-Dash clients. We can email everything needed. See above about SSNs.

- **WC Reconciliation Template**

- Some Audits require the employer to reconcile the Report to the Tax Returns.
- Use this spreadsheet to fill in the blanks and provide the reconciliation for them
- They can copy the spreadsheet answers to their Audit form

Please See The WC Reconciliation Template Here: 

Macros to Use

- WC Audit 1st Response
- WC Audit DASH
- WC Audit Email

Client Aids to Use

- WC Audits - Using DASH to complete your WC Audit
- WC Audits - Finding your Tax Returns

Workers Comp Audit Fees

- Quarterly Reports Only: \$25.00 all reports (email)
- Labor Report Only: \$25.00 all reports (3 max)
- Help with Audit form: \$25.00
- Custom Spreadsheet: \$25.00
- WC Reconciliation Template: \$25.00
- Workers Compensation Report Set-Up: \$50.00 (one time) **(Employee setup separate fee)
- Billing can range from \$25 to \$175
- You each have over 200 clients that need potential assistance.

Exceptions to the Rule

- WA L&I - They have their own government program that works like taxes. No Audits.

Future Updates

- Automated process for WC Audit
- Automated list for renewals for Non Incentric clients
- Automated reminders in Monday
- January Marketing
- Screen Pop in Dash for payroll rep ...not for Client??

- Zendesk measurements.
- Get Josephine Involved. How does this help her?
- Add a section on how to set up integration

- Smartpay
- ICW
- Hartford
- Ecomp