Our Payroll, HR, and Benefits platform is easy-to-use for you and your staff, saves hours of time, and is backed by friendly service that makes employees, managers, and HR happy.
WHO WE ARE

We’re in the business of developing modern, cloud-based Payroll, HR, Attendance and Benefits software – but that’s not what sets us apart. Our service model goes beyond the technology and focuses on “Making HR Happy.”

That’s why each client has a friendly personal representative always available by phone and email, access to an invaluable library of Payroll and HR resources, and responsive, hands-on support at the drop of a hat.

People don’t work for companies, they work for people. While we’re a technology company, we’ve gone to great lengths to ensure that the human aspect is never left out of our product, our service, or HR itself.

You’ll find our team – as well as our all-in-one platform – has grown to reflect this: Check Writers is a group of creative, resourceful, and enthusiastic professionals working to ensure HR is not only happier, but more human too.

“When I call Check Writers, I feel like they care. It's important to us – and equally important to them.”

-Gina

75 Happy Employees

Founded in 1989

3,500+ Happy Clients
Meet some of the **CheckWriters** team.

**TRACY FLEMING** IMPLEMENTATION PROJECT MANAGER

Tracy is tasked with the successful on-boarding of new clients with multi-product and — in many cases — intricate requirements. Her many years of industry experience have made her a valuable resource as she takes new clients from kick-off through go-live, and she is instrumental in the successful transition to ongoing support.

**JILL GRASSO** TAX MANAGER

Jill oversees CheckWriters’ full-service Tax Department, filing taxes in all 50 states plus US territories and managing the popular Work Opportunity Tax Credit (WOTC) program. Utilizing her years of experience and extensive contacts at federal and state workforce agencies, Jill ensures that each client’s tax requirements are accurate and timely. She is a Certified Payroll Professional (CPP), member of the American Payroll Association (APA), and recipient of the national Tax Partner of the Year Award.

**PHIL BATES** CUSTOMER SUCCESS

Phil is tasked with ensuring customers successfully engage with the CheckWriters Platform. He specializes in training with a focus on Attendance, Onboarding, and Benefits, and has achieved Fundamental Payroll Professional (FPP) status from the American Payroll Association (APA).
**OUR PLATFORM**

**MAKES YOUR JOB EASIER**

Our Cloud-based Platform allows you to store forms and files electronically, review and approve employee time-off requests, and ensure all applicant, employee, payroll, and benefits data is organized, secure, and accessible from anywhere.

**KEEPS YOUR DATA SECURE**

With 30 years as an industry leader, CheckWriters has been trusted by thousands of companies and organizations across the United States. We built our Platform to be simple to use without sacrificing any of the safeguards customers expect such as two-factor authentication, data redundancy, and 256-bit military-grade data encryption. Our state-of-the-art data center - The Markley Group - is one of the largest developers of mission-critical data centers in the world. In addition, each year CheckWriters undergoes the Statement on Standards for Attestation Engagements (SSAE) 18 Type II Audit – a process that attests to the strength of our organization’s internal financial controls.

“It's everything I need to manage Payroll and HR completely paperless.”

Lynda
FEATURES

Tools to support hard-working employers and HR Pros

FLY THROUGH PAYROLL

› Individualized check previews, net-to-gross calculators
› Tax Compliance, Reports, and Analytics
› Link Retirement Plans (401k, 403b)

ELECTRONIC ATTENDANCE

› Create custom time-off policies, track time-off
› Receive, review, and approve requests with our built-in, interactive Time-Off Calendar
› Employees request time-off using smartphone or computer
› Electronic Timesheets with manager approval

ELECTRONIC SIGNATURES

› Fully compliant with the ESIGN Act
› Build and upload job descriptions, offer letters, open enrollment forms, and other HR templates
› Collect electronic signatures from applicants, new hires, and your current team – compliant, organized, and accessible
FEATURES

EASIER HR

› OSHA, FMLA, ADA, and ACA electronic storage and tracking
› ACA Dashboard with tracking and reporting tools
› HR Support Center for templates, labor law updates, posters, and compliance alerts
› Electronic Benefit Administration and Enrollment with Carrier Connect

HAPPY AND ENGAGED EMPLOYEES

› Online Employee Self-Service with Free Smartphone App
› Convenient access to historical/current pay statements, benefits info, company directory, and handbooks
› Scheduling, time-off balances, and training videos
“I often receive calls from other vendors asking us to switch to their system, but my response is always the same: ‘We are extremely happy with CheckWriters and have absolutely no interest in switching!’”

Leo, Northeast Center for Youth and Families

“Our benefits enrollment process is now completely paperless and easy for employees - they can select their benefits in the Employee App, which eliminated many manual processes for us as well as decreased room for human error.”

Jessica, BELL Foundation

“CheckWriters' Attendance module really streamlined our payroll process and allows me to automate a lot of time-consuming tasks. The turnaround time for service is outstanding.”

Holly, Norman Rockwell Museum

“Very impressed with the Reporting and ACA Compliance support.”

Elizabeth, Pathways for Children
We organize our implementation process differently. We’ll work with your team to define a detailed timeline that is best for your organization—below is a general outline of what you and your team can expect. Our Specialists work within your current payroll/HR platform to extract employee and wage information that makes for a seamless, accurate transfer into our system. Throughout the process, we’ll provide multiple training opportunities for your administrative and management team leading up to your target date.

**TIMELINE**

- **Information Gathering and Access to Current Provider for data**
  - Performed by CheckWriters

- **Implementation Strategy Meeting and Gathering of account data, earnings, deductions, and department structures**
  - 1-2 Hours

- **Access provided to CheckWriters Platform / Progress Report Meeting for pending questions and settings**
  - 1-2 Hours

- **Employees begin using Attendance**

- **In-Depth Supervisor and Payroll Training / Progress and Status Reports provided**
  - 2 Hours

- **Training for Additional Features (Onboarding Templates and New Hire Distribution)**
  - 2 Hours

- **First Payroll Process**
## Fee Schedule

### Per Pay Period Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Units</th>
<th>Cost Per Unit</th>
<th>Per Pay Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Processing (6 to 10 Pays)</td>
<td>8</td>
<td>Flat Fee</td>
<td>$34.70</td>
</tr>
<tr>
<td>Tax Service, Filing and Deposits</td>
<td></td>
<td>Flat Fee</td>
<td>$14.70</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>8</td>
<td>$2.25 Flat Fee + $.26 Per Deposit</td>
<td>$4.33</td>
</tr>
<tr>
<td>Paid Time off Accrual Tracking</td>
<td></td>
<td>INCLUDED</td>
<td></td>
</tr>
</tbody>
</table>

**Optional Services**

- **Delivery (If not paperless)**: 0 At Cost If Not Paperless
- Labor Distribution Reporting: 1 $8.00
- New Hire Reporting: $1.05 Per New Hire

*“Pays” Includes paid checks, tax deposits, and third party payments.*

\[
\text{Estimated Per Process Fee:} \quad $61.73
\]

### Monthly Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Units</th>
<th>Cost Per Unit</th>
<th>Per Month Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Premier: OnBoarding and Document Center</td>
<td>8</td>
<td>$2.50</td>
<td>$20.00</td>
</tr>
<tr>
<td>Attendance Software</td>
<td>2</td>
<td>$2.00</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

**Estimated Monthly Fee:** $24.00

### Annual Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Units</th>
<th>Cost Per Unit</th>
<th>Annual Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>W2 Processing</td>
<td>9</td>
<td>$60.00 Flat Fee + $5.50 Per W2</td>
<td>$109.50</td>
</tr>
<tr>
<td>1099 Processing</td>
<td>10</td>
<td>$60.00 Flat Fee + $5.50 Per 1099</td>
<td>$115.00</td>
</tr>
</tbody>
</table>

**Estimated Annual Fee:** $224.50

### Annualized Projection

\[
\text{Annualized Projection:} \quad $1,994.02
\]

### Implementation Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Units</th>
<th>Cost Per Unit</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Service Implementation Fee</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Onboarding Implementation Fee <em>(Includes 3 templates)</em></td>
<td>1</td>
<td>$375.00</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

**Total One Time Fee:** $375.00

Pricing valid for 60 days from date issued
THANK YOU!
We Look Forward to Working Together.