PROPOSAL

The Cultural Council of Greater Jacksonville / November 2019

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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.

75
Happy Employees

Founded in
1989

3,500+
Happy Clients

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."

WHO WE ARE

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: CheckWriters is a group of creative, resourceful, and enthusiastic professionals working to ensure HR is not only happier, but more human too.

"When I call CheckWriters, I feel like they care. It's important to us – and **equally important to them**."
Gina

Meet some of the
CheckWriters team.

LISA VANDERVLIET
ACCOUNT EXECUTIVE

Lisa has been helping organizations with their Payroll and Tax needs for 10 years, and specializes in advising prospective customers on various payroll and compliance requirements. She has represented CheckWriters at many national industry events and other regional association events and workshops.

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).

Recruiting **Onboarding** **HR**

A Full HR Platform =
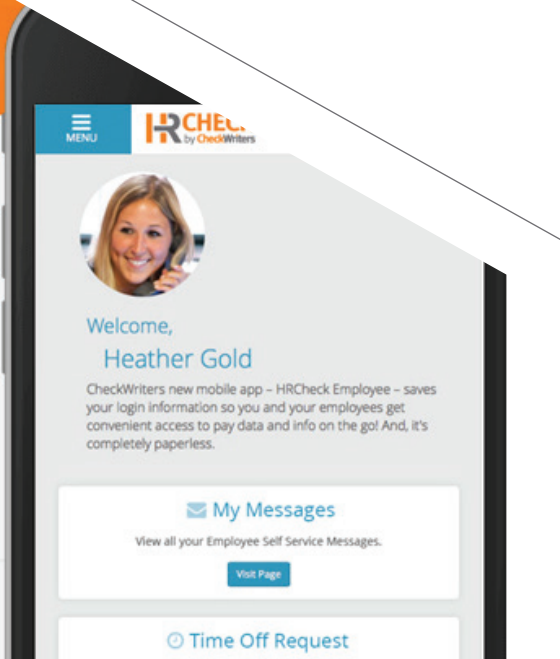The Full Employee Experience

Payroll **Attendance** **Benefits**

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

Welcome,
Heather Gold

CheckWriters new mobile app – HRCheck Employee – saves your login information so you and your employees get convenient access to pay data and info on the go! And, it's completely paperless.

My Messages
View all your Employee Self Service Messages.

Visit Page

Time Off Request

AICPA
SERVICE ORGANIZATIONS
SOC
aicpa.org/soc
Formerly SAS 70 Reports

IPPA
Integrity in Payroll Processing
MEMBER

MARKLEY
ONE SUMMER STREET

AUTHY

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

FEATURES

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

How would you like to create your

○ Type my Signature
⦿ Draw my Signature
○ Use Image/Scan

Enter Your Name:

Bruce Wayne

Draw Signature:

B. Wayne

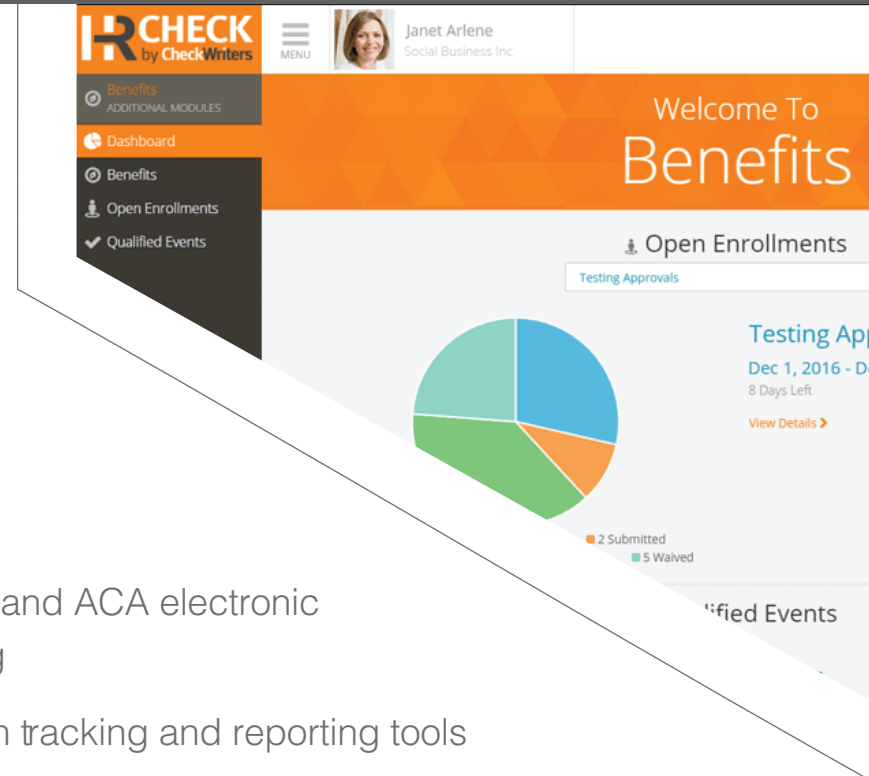☐ I agree to the terms of use and have reviewed the E-Sign

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**

TESTIMONIALS

"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."
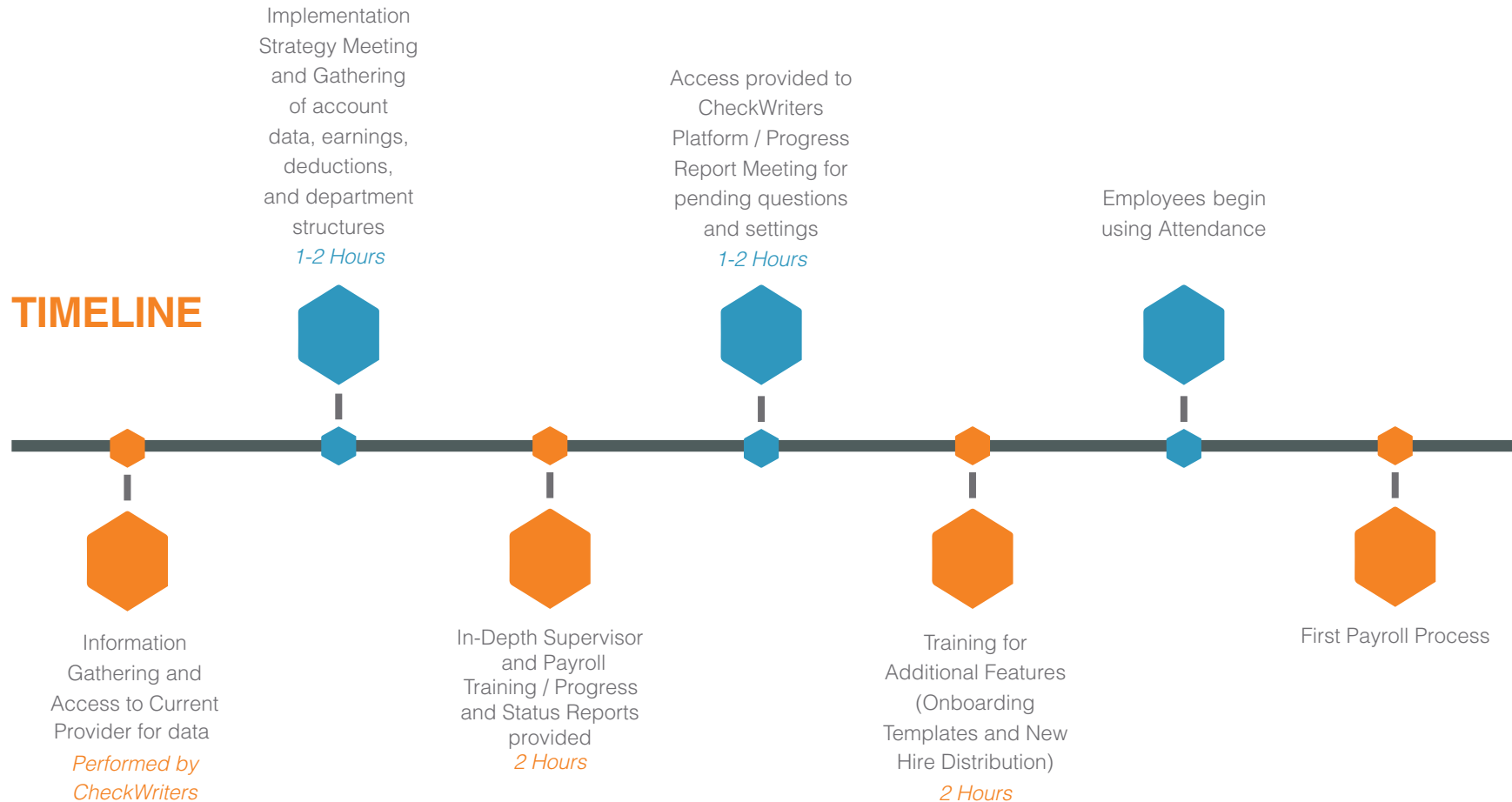*Holly,* **Norman Rockwell Museum**

"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

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

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

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

Company Name:	Cultural Council of Greater Jacksonville
Employee Count:	**8**
Frequency:	**Semi Monthly**

Per Pay Period Fees	Units	Cost Per Unit	Per Pay Totals
Payroll Processing (6 to 10 Pays)	8	Flat Fee	$34.70
Tax Service, Filing and Deposits		Flat Fee	$14.70
Direct Deposit	8	$2.25 Flat Fee + $.26 Per Deposit	$4.33
Paid Time off Accrual Tracking		*INCLUDED*	Included
Optional Services			
Delivery **(If not paperless)**	0	At Cost	If Not Paperless
Labor Distribution Reporting	1	$8.00	$8.00
New Hire Reporting		$1.05 Per New Hire	

"Pays" Includes paid checks, tax deposits, and third party payments.

	Estimated Per Process Fee:	**$61.73**

Monthly Fees	Units	Cost Per Unit	Per Month Totals
HR Premier: OnBoarding and Document Center	8	$2.50	$20.00
Attendance Software	2	$2.00	$4.00
		Estimated Monthly Fee:	**$24.00**

Annual Fees	Units	Cost Per Unit	Annual Totals
W2 Processing	9	$60.00 Flat Fee + $5.50 Per W2	$109.50
1099 Processing	10	$60.00 Flat Fee + $5.50 Per 1099	$115.00
		Estimated Annual Fee:	**$224.50**

Annualized Projection	$1,994.02

Implementation Fees	Units	Cost Per Unit	Totals
Payroll Service Implementation Fee			$0.00
Onboarding Implementation Fee **(Includes 3 templates)**	1	$375.00	$375.00
		Total One Time Fee:	**$375.00**

Pricing valid for 60 days from date issued

CheckWriters

CheckWriters.com | 888-243-2555

THANK YOU!

We Look Forward to Working Together.