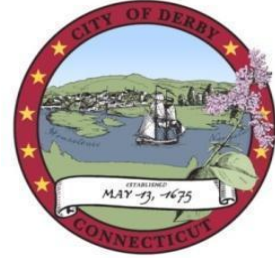


Derby Public Schools

Automated Payroll Service

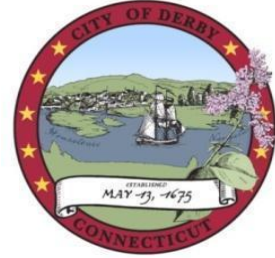
October 23, 2014





Topics

- Overview of suppliers solution
- Quote comparison
- Project approval request

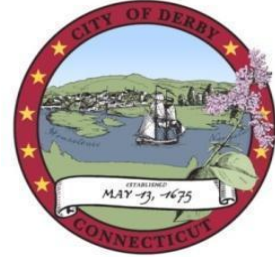


Automated Payroll – Integrated Solution

Time & Attendance Management

- Automated, web-based system - access via:
 - Computer
 - Mobile App
- Hourly employees complete for each day worked; exception (vacation, sick, etc.) reporting for exempt employees
- Screens tailored by employee classification
- Late timesheet submittal reported to supervision

Automated Payroll – Integrated Solution



Thursday 10/16/2014									
Clock In					EAST DIVISION	NORTH EASTERN/NORTH WESTERN	OFFICE		
Work	4				EAST	1	100	<Unassigned>	
Vacation	3				EAST	1	100	<Unassigned>	
Work					EAST	1	100	<Unassigned>	

Friday 10/17/2014									
Work	7.5				EAST	1	100	<Unassigned>	
Work					EAST	1	100	<Unassigned>	
Work					EAST	1	100	<Unassigned>	

Saturday 10/18/2014									
Work	3				EAST	1	100	<Unassigned>	
Sick	2				EAST	1	100	<Unassigned>	

Benefits

	Current Balance	Approved	Available Balance
Sick	27.00 hrs	0 hrs	27.00 hrs
Vacation	152.00 hrs	16.00 hrs	136.00 hrs

Time Off Request

Type: Vacation

Start Date: 10/20/2014

End Date: 10/23/2014

Start Time: 8:00 AM

Hours Per Day: 8

Notes:

Include weekends

Include holidays

Apply

Request Status

Time Off Request Filter Options

Status: Pending

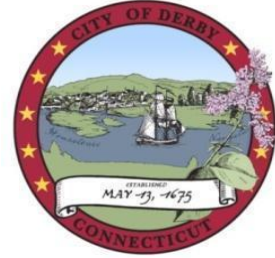
Type: <All>

Requested Date:

From: To:

Apply

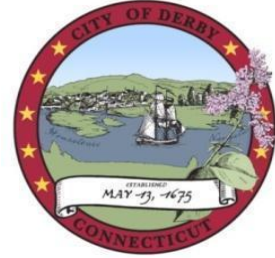
Date	Type	Start Time	Duration	Status
03/17/14	Vacation	8:00 AM	24.00 hrs	
06/27/14	Vacation	8:00 AM	16.00 hrs	
07/28/14	Vacation	8:00 AM	32.00 hrs	
09/22/14	Vacation	8:00 AM	40.00 hrs	



Automated Payroll – Integrated Solution

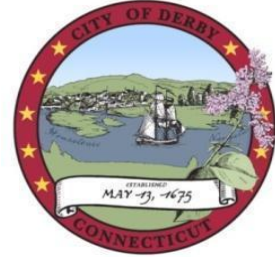
Payroll & Administration / Tax Service

- Aggregated data from time & attendance system compiled into payroll file
- Payroll file reviewed and uploaded
- Checks/direct deposits executed
- Federal, state and local tax deposits
- Federal, state and local quarterly/annual tax filings
- Full suite of “canned reports” and ability to generate custom reports
- Employees will have access to pay vouchers and W2s



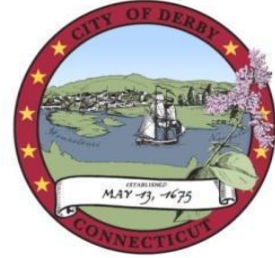
Quote comparison

	<u>Paychex</u>			<u>ADP</u>		
	<u>Initial Price</u>	<u>Revised Price</u>	<u>Delta</u>	<u>Initial Price</u>	<u>Revised Price</u>	<u>Delta</u>
Payroll + Time & Labor						
Time & Attendance	inc w/PR	inc w/PR	n/a	\$13,500.00	\$11,250.00	(\$2,250.00)
Payroll Processing	\$14,709.50	\$11,315.00	(\$3,394.50)	\$3,912.00	\$3,912.00	\$0.00
Wage Garnishment	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00
Tax Service	\$1,500.00	\$0.00	(\$1,500.00) (1)	\$4,656.00	\$4,656.00	\$0.00 (3)
Total	\$16,209.50	\$11,315.00	(\$4,894.50) (1)	\$26,268.00	\$24,018.00	(\$2,250.00)
Total - years #2/#3	\$16,209.50	\$14,709.50	(\$1,500.00) (2)	\$26,268.00	\$24,018.00	(\$2,250.00)
Total - year #4	\$16,209.50	\$16,209.50	\$0.00	\$26,268.00	\$24,018.00	(\$2,250.00)
Notes:	(1) Year #1 price = 3 months free payroll processing / free W2 - other quarterly/annual tax reports included w/payroll					
	(2) Year #2 price = free W2					
	(3) ADP tax service priced as stand-alone item; W2 + all quarterly/annuals reports					



Why An Automated Solution?

- Reduction of manual effort by employees and administration
- Cost savings
 - In-house processing ~\$25K/year
 - Outsourced service
 - Paychex = \$11K - \$16K
 - ADP = \$24K
- Flexibility
- Fully integrated w/Phoenix
- Optional, bolt-on HR system (\$2K/year)



Project approval request

As total project >\$10K, request bid waiver:

- ADP and Paychex are major players in this service (ADP pays 1 in 6 US workers; Paychex 1 in 15)
- Have run full competition with Paychex and ADP

Request BOE approval to:

- (1) waive bid process
- (2) enter into 1 year agreement (with option for years 2-4) with Paychex for automated payroll solution

Any Other Questions

