

## **Amendment Agreement to include Payroll Services to:**



In addition to the Benefit Brokering and Administrative services OneSource is currently providing, this Amendment outlines the requested Payroll, Tax Filing and HRMS modules. Fees and contract terms herein are in addition to and separate from the Benefit Brokering and Administrative Services.

### Payroll Services Include:

- Employee new hire processing; demographic input and updating
- Web-based payroll reporting with client and employee interface
- Tracking and recording of company vacation, sick or other time off
- Deduction and payment of court-ordered wage garnishments
- Calculation and payment of employer required payroll taxes
- Year-end W2 preparation and delivery
- Fully integrated "OneSource Paperless HR", allowing for a paperless HR environment for most employee Life Cycle event tracking and documentation. (Optional - See last page of proposal)

### Standard Payroll Reports

- Payroll Check Register – A summary report showing gross to net pay
- Payroll Labor Distribution Report– Provides a detailed explanation of each check for both employee and employer deductions. All payroll dollars may be job-costed and billed in accordance to your needs.
- Invoice – One, concise invoice that provides a summary of the expenses associated with the payroll processing.
- Cash Requirements Report – Accompanying the invoice, this report provides a detailed explanation of all the costs associated with a payroll cycle, including net payroll, employer taxes, employee taxes, processing fees, worker's compensation, unemployment compensation, health benefits, pension contributions, and any other deductions.

*(In addition to the above, other standard reports are available at no additional charge.)*



## PAYROLL AGREEMENT

**PAYROLL SERVICES AND FEE:** For services described herein and based on the following:

1. 165 checks per bi-weekly payroll cycle.
2. A fee of \$415.00 per pay cycle will apply.
3. For checks in excess of 165 a per check fee of \$2.50 will apply.
4. For employees who remain "Active" in the system, but do not receive a check, a monthly per employee fee of \$2.50 will be added.
5. Following the first completed payroll and for each new employee thereafter, a \$5.00 per person setup fee will apply. Fee waived if client/employee enters new hire information through OneSource**HR**.
6. See page 4 of this Agreement for HRMS Implementation and other related schedule fees.

**PAYROLL START DATE:** October 2015 ; First Check Date: October 9, 2015. **(Initial payroll date is contingent upon the timeliness, accuracy, and completeness of data provided by Client. This information needs to be submitted on or before thirty (30) days prior to First Check Date.** This Agreement is for an initial two (2) year term. After the initial term, either party may terminate this Agreement with ninety (90) days advance written notice.

**PAYMENT TERMS:** Total sum owed OneSource shall be paid by electronic Automated Clearing House (ACH) Bank Auto Debit unless an alternate method is mutually agreed upon. Funds will be available in Client's account a minimum of 24 hours prior to the actual pay date for the corresponding payroll period. A \$100.00 NSF fee will apply per Client NSF occurrence. In the event of non-timely payments, OneSource shall be entitled to interest on such total fee computed on a daily basis at an annual interest rate of 10%.

**REPORTING:** Client will utilize OneSource's Self-Service Website to report payroll, add/edit/terminate employees, and access related payroll and employee reports, unless other arrangements are agreed upon, in accordance with the attached Reporting Deadline Schedule. Other reporting methods are available; however, this may affect the fee. Late payroll revisions and/or additions requested by Client, which cannot wait until the next scheduled payroll cycle will incur a \$50.00 per occurrence fee.

**REPRINTED CHECKS:** Lost payroll checks will be reissued to employee with an employee charge of \$10.00 for Bank Stop Payment charges as applicable. If a destroyed check is provided to OneSource, it will be re-printed at no charge to client or employee.

**QUARTERLY/ W2 YEAR END TAX SERVICES:** INCLUDED for Pennsylvania ONLY. For each additional state taxes must be filed in, there will be an additional service fee of \$5.00 per State, per pay cycle.

**DELIVERY:** IS NOT included. Any required mailing or delivery charges will be passed on at cost.

**DIRECT DEPOSIT:** All employees who utilize direct deposit will be given a user name and password to access this information through OneSource's self-service website.

**REPORTS:** Standard reports are included. Additional custom reports may be generated upon request at no charge. Extra charges will result if OneSource is charged for technical support by software vendor. **For Certified Payrolls, OneSource standard Certified Payroll Reports will be provided. If for any reason these standard reports are not acceptable by Client, or Client's customers, customization charges will apply.**

IN WITNESS WHEREOF, the parties set their hands and seals.

LUZERNE COUNTY TRANSIT AUTHORITY (company name)

ONESOURCE LEASING SOLUTIONS

\_\_\_\_\_  
By (printed name and signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
By

\_\_\_\_\_  
Date



## Payroll Reporting Deadlines

### 1.) New and/or Changes to Employee or Job Cost/Certified Payroll Information:

All New Hire information, changes to existing employees information, changes in compensation, extra compensation, terminations, as well as notice to OneSource of Job Codes that are to be reported as Certified Payroll, are due:

By close of business, the Friday PRIOR to payroll processing

### 2.) Payroll Submittal Dates and Times:

If payday falls on ...

a Monday	Hours are due by NOON	Wednesday
a Tuesday	Hours are due by NOON	Thursday
a Wednesday	Hours are due by NOON	Friday
a Thursday	Hours are due by NOON	Monday
a Friday	Hours are due by NOON	Tuesday

### 3.) Expenses paid by the EMPLOYER for an Employee which affect W2 information (Examples):

- ... 3rd Party Sick Pay
- ... Auto Allowances
- ... Life Insurance Premiums

This information must be submitted by the 10th of the month following the end of a quarter:

- April 10th
- July 10th
- October 10th
- January 10th.

Note: If information is received after these deadlines, OneSource reserves the right to charge an "out-of-sequence fee" of \$50.00

Note: If work is required by OneSource to amend tax returns OneSource has filed on Client's behalf, that are due to errors or omissions that are not due to the sole negligence of OneSource, time spent will be billed on an hourly basis at \$95.00 per hour.

## OneSource HRMS Options and Fees

OneSource offers a comprehensive and fully integrated, Human Resources Management System (HRMS) that allows employers to access, track, and deliver relevant data at the click of a mouse. Through a single system, employers can do everything from distributing company documents and benefits to updating payroll records, eliminating double entry and fragmented systems.

Service Modules are available in three separate options: I. Base Payroll; II. Employee Life Cycle; and III. Time & Attendance. Included in the base service fee listed on page 2 are the Service Modules checked below:

### I. Base Payroll Modules:

- Employee/Employer Self Service and Information retrieval
- Report Center – Standard and Custom Reports

### II. Employee Life Cycle Modules:

- HR Center – Company and Employee Administration
- Employee and Employer Online Self-Service Benefits Center
- Time Off Center – Management of Time Off Requests
- Recruitment, Applicant Tracking and Interview Scheduling Center
- Workers Compensation Management Center
- Scheduling Center – Employee Shift scheduling
- Supervisor Portal – Administration of Employee Events

### III. Time and Attendance Module:

- Time and Attendance System (1)

The following fees, as may be needed, are in addition to the recurring, per cycle fee listed on page 2:

- One Time Implementation Fee: \$ 3,150.00 (2)
- Custom Programming: \$165.00 per hour
- Population of Customer Specific Forms: \$45.00 per page
- Online File Cabinet (Optional): \$65.00 per month per 250 MB of storage used

(1) Physical Time clocks, if needed, related installation and any monthly fees are NOT included

(2) Implementation Fee is based on number of checks (employees) listed under Payroll Service Fee on page 2. Includes customization of fields for customer specific department and employee I.D.'s and programming for General Ledger import.