



# **Revised Payroll, Time & Labor, and HMRS Proposal for: Borough of Fair Haven**

Prepared for: Theresa Casagrande

Prepared by: Jerry Hampton

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Primepoint LLC  
2 Springside Rd.  
Westampton, NJ 08060  
609-298-7373  
[www.primepoint.com](http://www.primepoint.com)



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# I. About Primepoint

## A. Primepoint's Technology

PRIMEPOINT IS A HUMAN RESOURCE AND PAYROLL MANAGEMENT COMPANY OFFERING PROPRIETARY CLOUD-BASED TECHNOLOGY THAT INTERGRATES:

### Human Resource Management System

Provides the capability to manage an employee's work life from recruitment to separation

### Payroll Management/Processing

Advanced technology creates streamlined payroll processing and reporting, as well as improved management of payroll finances and G/L entries

Reporting and remitting to Federal, 50 states & local tax jurisdictions

### Time and Labor Management Solutions

SAAS system to manage both employee time worked and time off

Employee Scheduling

### EmployeeXperience® Self-service Web Portal

Accessible via computer and Smartphone apps, includes single sign-on to time collection and benefits administration systems, enables on-boarding, online benefits enrollment, employee communications, and much more

Provides an Employee Support Center. We believe that this employee call center is vital to the successful use of an employee portal. This and future generations of employees are technologically aware and expect more sophisticated mobile-friendly tools to easily and quickly access information. We support your employees with not only a great tool, but also great support in its use. Our Employee Support Center is a standard service at no additional charge

### Human Resource Support Services

Includes employee handbooks, HR help desk, job descriptions, and much more.

### Benefit Management Including ACA Compliance and Reporting

Primepoint offers tools to measure and manage benefit eligibility and online benefits enrollment via Primepoint's EmployeeXperience®, the outcome of which will enable reporting as required under the Affordable Care Act (ACA)

IT'S JUST A CLICK AWAY, TO LEARN ABOUT PRIMEPOINT'S:

[Philosophy & Culture](#)

[Customer Service](#)

[History](#)

[SAS Certification](#)

[Municipal Specialist](#)

[Non-Profit Specialist](#)

[Large Employer Specialist](#)

## B. Primepoint's Service

We take a different approach to service that creates what we call the



**From your first interaction with us, you'll notice the difference.  
And once you become a customer, you'll experience the difference.**



**live payroll support based in the US**  
we don't outsource our support, nor do we  
rely on automated answers



**hold time that averages 7 seconds**  
your calls are answered quickly by a service  
team that knows you by name



**quick & accurate responses  
to your payroll questions**  
your dedicated service team is readily available  
to answer your questions via phone or email



**painless transitions**  
you'll experience an efficient transition to our service  
that starts from your first interactions with us



**tailored solutions**  
we partner with you to tailor solutions to help  
make your individual processes more efficient



**streamlined employee support  
through the employeeXperience®**  
your employees can easily access and manage their  
payroll information through our self-service portal



**very high customer satisfaction**  
96% of our customers report being satisfied or  
very satisfied with their transition to Primepoint



**See the Difference**

**And if that's not enough, check out the [100 Reasons to Switch](#) to Primepoint**

## II. Transition to Primepoint's Services

### A. Overview

This will be the start of when you experience and appreciate the [Primepoint Experience™](#). Primepoint offers a unique transition process designed to ensure new customers experience a smooth conversion from processing payroll with Edmunds systems & services to Primepoint's systems & services.

**The Implementation Team will be by your side every step of the way.**

- Made up of experienced professionals
- Has a wealth of experience transitioning customers
- Will be your direct contact during transition, when systems go live, and until all your expected services and solutions are completed and running smoothly

**After the transition, Borough of Fair Haven will be assigned to Primepoint's Government Service Team.**

- Trained and experienced to serve the most sophisticated and complex government clients
- 40 years of combined government experience
- Able to implement process improvements when needed or uncovered
- You get to know the team members and the team members get to know you

#### NEW CUSTOMER SURVEY RESULTS

PRIMEPOINT IS KNOWN FOR PAINLESS TRANSITIONS WITH 97% OF TRANSITIONED CUSTOMERS SAYING THEY WERE VERY SATISFIED OR SATISFIED WITH THEIR CHANGE TO PRIMEPOINT AND THE TRANSITION WAS AS EASY AS OR EVEN EASIER THAN THEY EXPECTED.

Very Satisfied: 78%

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Satisfied: 19%

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Somewhat Satisfied: 2.6%

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Not Satisfied: 0%

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## B. Transitioning to Primepoint Payroll & HRMS

### INITIAL PHASE

**When:** Typically 6-8 weeks prior to 1st payroll date

**Duration:** 1 hour

*An Implementation Team Member will arrange a phone meeting to obtain the login credentials of your current system and to obtain additional information needed to establish your company up in our system.*

### DISCOVERY PHASE

**When:** Preliminary data analysis has been performed

**Duration:** Varies

*Your assigned Implementation Team Member will communicate with you via emails/phone to discuss questions uncovered during data analysis and discuss custom configuration projects, i.e. custom reports, earning codes and pay rates, data integrations, etc.*

### SYSTEM INTRODUCTION PHASE

**When:** After last payroll is run with current provider

**Duration:** Estimated 1-2 hours

*Your assigned Implementation Team Member will conduct a GoToMeeting introduction on general system navigation and employee maintenance. Business users will now be responsible to maintain all data in Primepoint's System.*

### PROCESS PHASE

**When:** Day of your 1st payroll processing

**Duration:** Estimated 1-2 hours

*Your assigned Implementation Team Member will conduct a GoToMeeting session to assist in executing the first payroll process.*

### HRMS ROLL-OUT PHASE

**When:** Shortly after 1st payroll processing

**Duration:** Varies based on amount of technology purchased

*Depending on the specific HRMS functions you purchased, a Systems Support and/or HR Support Team Member will conduct GoToMeeting Training with the appropriate HR contact(s).*

### HOW DID WE DO? PHASE

**When:** Approximately 1 month after 1st payroll processing

*Your Relationship Manager will call or meet with you to review & evaluate the sales process and the implementation process of the payroll system and HRMS functions.*

#### Specific Dates - To Be Determined

Payroll training dates will be coordinated by your assigned Implementation Team member.

T&L training dates (if applicable) will be coordinated by your assigned T&L Team member.

Technology training dates will be coordinated by an HR Support and/or Systems Support Team member.

### III. Services & Pricing

Totals below are based on quantities provided to Primepoint in the discovery process.  
Actual totals will be based on actual quantities.

#### A. Per Processing Services

##### 1. Non Summer Months - 19 Processings

NAME	PRICE	QTY	SUBTOTAL
Processing Service	\$25.00	1	\$25.00
Per Pay Processed	\$1.25	50	\$62.50
Full Tax Service Federal & 1 State	\$12.00	1	\$12.00
Direct Deposit Service	\$5.00	1	\$5.00
Direct Deposit Service - Per Transaction	\$0.30	50	\$15.00
Check Pressure Sealing Service	\$5.00	1	\$5.00
Check Pressure Sealing Service - Per Check/Stub	\$0.15	1	\$0.15
Delivery Method: Courier	\$7.00	1	\$7.00
Agency Check - Remitted by Primepoint	\$3.00	5	\$15.00
New Hire Reporting Only charged when a new employee is hired	\$2.00	0	\$0.00
Edmunds Budget File	\$10.00	1	\$10.00
Group Term Life	\$10.00	1	\$10.00
Positive Pay File • Investors Bank	\$10.00	1	\$10.00
EmployeeXperience® Secure, online employee self-service portal	\$0.00	50	\$0.00
Business Access Payroll and Employee Management Portal	\$0.00	1	\$0.00

**Per Processing Total \$176.65**

## 2. Summer Months - 5 Processings

NAME	PRICE	QTY	SUBTOTAL
Processing Service	\$25.00	1	\$25.00
Per Pay Processed	\$1.25	70	\$87.50
Full Tax Service Federal & 1 State	\$12.00	1	\$12.00
Direct Deposit Service	\$5.00	1	\$5.00
Direct Deposit Service - Per Transaction	\$0.30	50	\$15.00
Check Pressure Sealing Service	\$5.00	1	\$5.00
Check Pressure Sealing Service - Per Check/Stub	\$0.15	21	\$3.15
Delivery Method: Courier	\$7.00	1	\$7.00
Agency Check - Remitted by Primepoint	\$3.00	5	\$15.00
New Hire Reporting Only charged when a new employee is hired	\$2.00	0	\$0.00
Edmunds Budget File	\$10.00	1	\$10.00
Group Term Life	\$10.00	1	\$10.00
Positive Pay File • Investors Bank	\$10.00	1	\$10.00
EmployeeXperience® Secure, online employee self-service portal	\$0.00	70	\$0.00
Business Access Payroll and Employee Management Portal	\$0.00	1	\$0.00

**Per Processing Total \$204.65**



## B. Monthly HRMS Services

HRMS FUNCTIONS	PRICE
Report Builder	\$100.00
<u>Report Builder</u> gives you the ability to create customizable queries that open in MS Excel.	

**HRMS Monthly Total    \$100.00**

## C. Quarterly Services

NAME	PRICE
PERS Report - Normally \$25.00	\$0.00
PFRS Report - Normally \$25.00	\$0.00

**Quarterly Total    \$0.00**

## D. Year End Services

NAME	PRICE	QTY	SUBTOTAL
Year End Processing & Filing	\$40.00	1	\$40.00
Per W-2	\$3.50	85	\$297.50
W-2 Delivery Method: Local Courier	\$7.00	1	\$7.00
ACA Reporting Base Fee	\$1,500.00	1	\$1,500.00
1095C Production & 1094C Filing	\$10.00	50	\$500.00
1095C Delivery Method: Local Courier	\$7.00	1	\$7.00

**Year End Total      \$2,351.50**

## E. Total Annualized Fees

NAME	PRICE	QTY	SUBTOTAL
Per Processing Service Fees - Non Summer Months	\$176.65	19	\$3,356.35
Per Processing Service Fees - Summer Months	\$204.65	5	\$1,023.25
HRMS Monthly Service Fees	\$100.00	12	\$1,200.00
Quarterly Service Fees	\$0.00	4	\$0.00
Year End Service Fees	\$2,351.50	1	\$2,351.50

**Annualized Total      \$7,931.10**

## F. One Time Fees

NAME	PRICE
Customized Service and System Configuration including Standard Training and Edmunds Budget File Creation	\$2,250.00
<p>Standard Training is defined as "training to competency" with a maximum of 5 hours of web-based training. Additional training is available upon request at the rates indicated at the rates listed under Miscellaneous Services.</p> <p><i>One Time Fee includes historic payroll data import from the current calendar year in which service begins. See Miscellaneous Services Section for fee to import additional historic payroll data.</i></p>	

**One Time Implementation Total      \$2,250.00**

## G. Miscellaneous Services (as needed)

NAME	FEE
Additional Tax Jurisdictions	\$7.00/jurisdiction/month
Agency Checks	\$1.50/check - Remitted by Client \$3.00/check - Remitted by Primepoint
Check - Void & reissue	\$1.25/check
EFT Reversal (+ \$75 if funds are not available)	\$1.55/reversal
Payroll Check Credited via Wire Transfer	\$30.00/wire transfer
Amended Tax Returns (1st-3rd Quarters)	\$100.00 + \$50.00/agency
Amended Tax Returns (4th Quarter including W-2C and W-3C)	\$300.00 + \$50.00/agency
Additional Training	\$125.00/hour at Customer's Location \$100.00/hour GoToMeeting or at Primepoint
Next Day Delivery: Local Courier (Get Quote for National Courier)	\$7.00/delivery
Primepoint Check Service	\$5.00 Base & \$0.50/transaction/processing
Labor Law Poster Replacement Plan	\$5.00/Poster/month
Importing of Historic Payroll Data	\$300.00/year + \$0.15/check

## IV. HRMS Functions to Consider

HRMS FUNCTIONS	MONTHLY FEE	IMPLEMENTATION FEE
<p><u><a href="#">Document Management</a></u></p> <p>This module gives you the ability to upload company documents and forms for convenient administrative access and for employees to view in the self-service portal, EmployeeXperience. You can also upload a document that, upon logging into the EmployeeXperience, requires employee(s) to download and acknowledge reading. A record is kept of all acknowledgements.</p>	\$50.00	\$250.00
<p><u><a href="#">Time and Labor Management</a></u></p>	Request Quote	Request Quote
<p><u><a href="#">Recruitment Management &amp; Applicant Tracking</a></u></p> <p>This module gives you the ability to create and accept online employment applications so you can streamline the hiring process. Document Management is required.</p>	\$250.00	\$1,500.00
<p><u><a href="#">OSHA Reporting</a></u></p> <p>This module gives you the ability to record OSHA &amp; Workers Comp accidents/injuries and generate the required 300 and 301 reports.</p>	\$50.00	\$200.00
<p><u><a href="#">Electronic Onboarding / Workflow</a></u></p> <p>This module gives you the ability to electronically on-board new employees. New hires will receive an email with a link to enroll into the EmployeeXperience, Primepoint's self-service portal. Once enrolled, new hires are asked to complete their system profile and important employment documents i.e. W-4, I-9, etc.) Document Management is required.</p>	\$150.00	\$1,500.00
<p><u><a href="#">Employee Events Management</a></u></p> <p>This module will automatically track all system field changes, including the user who made the change, value of the field prior to the change, and date &amp; time of the change. Users can log employee events in real-time, i.e. accidents, disciplinary actions, meeting notes, etc. Users can also schedule future events and be prompted when scheduled.</p>	\$100.00	\$250.00
<p><u><a href="#">Role Based Security</a></u></p> <p>This module gives you the ability to create user roles within the system. Roles can limit system access and/or edit rights. System users will then be assigned to the role appropriate for their position.</p>	\$50.00	\$200.00
<p><u><a href="#">Employee HR Profile</a></u></p> <p>This module gives you the ability to organize and maintain important information about each employee. (Performance Reviews, Education &amp; Training Tracking, Compliance, Emergency Contacts, Dependents, Company Property, Education, Positions, etc.)</p>	\$100.00	\$250.00

HRMS FUNCTIONS	MONTHLY FEE	IMPLEMENTATION FEE
<p><b><u>Benefits Management</u></b></p> <p><b>Employee Online Benefits Election</b></p> <p>This function gives your employees the ability to elect benefits via the employee self-service portal. Benefits Management and Document Management are required.</p>	<p><b>\$100.00</b></p> <p><b>+ \$2/EE</b> (for BM with Benefits Election)</p>	<p><b>\$1,500.00</b></p>
<p><b><u>Position Management</u></b></p> <p>This very powerful function will help you to view your business's staff in a new and much more efficient manner. It will assist with budget analysis, information reporting, help identify open positions, clarify the organizational structure, and much more including things unique to your business. You'll move from an employee-centric to a position-centric view of your staff, which will provide you with new insights into your business. Our HR team will help you create organizational positions, and apply to those positions all the important attributes, such as pay ranges (min - max), wage allocations, training, education, certifications, licenses, or whatever applies to your business. Additionally, this function streamlines your HR functions by making maintenance of employees more efficient and comprehensive as they may move from one position to another.</p>	<p><b>\$150.00</b></p>	<p><b>\$1,000.00</b></p>

## V. References

<p><b>Township of Aberdeen</b> Angela Morin - CFO 732-583-4200 x 128 100 employees Started 9/27/14 Previously used ADP</p>	<p><b>City of Asbury Park</b> Mary Kay Callahan - Payroll 732-502-5715 726 employees Started 1/1/04 Previously used ADP</p>
<p><b>Borough of Freehold</b> Kathleen Caruso - Assistant Finance Officer 732-462-7057 50 employees Started 4/14/17 Previously used Edmunds</p>	<p><b>Township of Manalapan</b> Tricia Addario - CFO 732-446-8338 211 employees Started 1/4/14 Previously used Paylocity</p>
<p><b>Township of Middletown</b> Colleen Lapp – CFO 732-615-2093 525 employees Started 5/6/16 Previously used ADP</p>	<p><b>Township of Red Bank</b> Peter O'Reilly – CFO 732-530-2742 x147 170 employees Started 3/15/17 Previously used ADP</p>

## VI. Acceptance

BY SIGNING THIS PROPOSAL, BOROUGH OF FAIR HAVEN:

- agrees to pay Primepoint the fees described above,
- understands that the fees will be paid at the agreed upon frequency and method,
- understands that you are solely responsible for ensuring its pay rules are in full compliance with all Federal and State labor laws,
- authorizes Primepoint to move forward with the set-up of the above services.

By checking this box, I accept the terms of this proposal and agree to the terms of the [Primepoint Service Agreement](#).

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Primepoint:



December 15, 2021

Jerry Hampton

Borough of Fair Haven:

Proposal is valid for 90 days.