# Description

## **Of Services**



#### PAYROLL & TIME

#### **BASE PAYROLL PROCESSING**

Includes all tax payments & filings.

#### PAYROLL PROCESSING PER EMPLOYEE

Includes unlimited direct deposit, ESS, & all tax filings.

#### **401K DATA EXPORT 180**

401k Contribution Files sent to record keeper each payroll.

#### **401K DATA EXPORT 360**

2 way 401k feed that includes 180 to the vendor as well as file feeds back into ISolved for any participant changes that happen at the record keeper.

#### **ADDITIONAL LOCALS**

Charge for each additional local jurisdiction, both work in & courtesy as well as School District. First one is free & we cap it at billing for 10. Once 10 is hit, same billing no matter how many there are.

#### **ADDITIONAL STATES**

Additional States Employees are in that require payments & reporting.

#### **BASIC GENERAL LEDGER**

General Ledger Export to be able to easily transfer payroll information to their accounting system. This includes a custom importable reports with a setup fee depending on complexity.

#### ADVANCED GENERAL LEDGER

Same as above but for clients that have more complex GL account setups than just general/straight forward mappings.

#### **BASIC SCHEDULING**

Allow admins, manager, & supervisors to schedule employees to shifts or set default schedules.

#### **WORKFORCE SCHEDULING**

Workforce Scheduling allows users to schedule employees by shift, build rules & set requirements for staffing needs as well as trading shifts, pushing out open shifts, etc.

## DELIVERY-CLIENT PICK UP, OVERNIGHT SPECIFIC TIME OUTSIDE THE OUTERBELT, OVERNIGHT SPECIFIC TIME INSIDE THE OUTERBELT, OVERNIGHT ANYTIME, PAPERLESS

Delivery of payroll package (includes any live checks & any desired reports).

#### **DRAWDOWN FEE**

Fee for a Reverse/Draw Down Wire - this is how they fund the payroll.

### NEW HIRE REPORTING- MANUAL, ELECTRONIC, ELECTRONIC WITH E-VERIFY

Reporting of new hires to all states. E-verify integration allows employers to submit E-Verify cases straight through ISolved. E-Verify is a way to verify that an employee is a real person with the federal government. This is required by certain industries & in certain states.

#### **GARNISHMENT OR AGENCY PAYMENT**

Payment & filing of all garnishments & third party agencies. This can also include payments to 3rd party vendors that have amounts in payroll such as Union Dues.

#### **GEOFENCING**

Geofencing of timekeeping punches happening from devices.

#### HR BUTLER GROUP PLAN 401K

HR Butler's custom 401k plan.

#### HR BUTLER MEP 401K

HR Butler MEP 401k plan.

#### **JOB COSTING**

Allow employees to clock in/out of jobs or other labor fields to automatically allocate labor to allow for proper P/L statements. When tied together with a General Ledger, this helps companies become really efficient in their accounting.

#### **OP&F OPERS**

Government Pension Fund Reporting.

#### SUBMISSION-CALL-IN, EMAIL, FAX, CLIENT ONLINE, E-SHEET

When employers submit their payroll via means other than online self-submissions.

#### **TIMEKEEPING**

Base Fee for allowing employees to clock in/out, manage their time & attendance.

#### TIMEKEEPING PER EMPLOYEE

Per Employee fee for time & attendance. This is only billed on those using timekeeping.

#### **VIRTUAL CLOCK**

Utilize devices to set up unlimited virtual time clocks. Turn your existing computer or tablet into a Kiosk.

#### **WORKER'S COMPENSATION SERVICE**

HR Butler will impound workers comp premiums with each payroll, make your estimated payments, & file your annual true up. (Currently only available for Ohio).

# Description Of Services



#### HCM/HR

#### **ACA REPORTING**

Base fee for tracking and reporting all ACA related information. From tracking part time employee's eligibility to filing all related IRS documentation. When combined with Benefits Enrollment, this makes offering your employees benefits completely automated.

#### **ACA PER EMPLOYEE**

Per employee charge for ACA tracking and reporting.

#### ATTRACT & HIRE

Applicant Tracking System.

#### **CARRIER CONNECTION**

Connections to Insurance Carriers that allows for any changed made in the HCM to automatically translate to your Employee Benefits to the insurance carriers.

#### **COBRA PER EMPLOYEE**

Automatically send out COBRA notices to new hires and terminated employees. Relax while we take care of all of the COBRA administration.

#### **EMPLOYEE ASSISTANCE PROVIDER**

Employee Assistance Program.

#### **EXPENSE MANAGEMENT**

Allow employees as well as delegates to submit expenses (both reimbursable and non-reimbursable) to the appropriate approvers. Once approved, these reimbursements can automatically move to payroll.

#### FSA/HRA PER ENROLLED EE

Flexible Spending and Health Reimbursement Administration.

#### **HR BUNDLE**

A bundle of all of the best HR Tools, Electronic Onboarding/Off boarding, Benefits Administration, and much more.

#### **HR COMPLETE**

A custom consulting solution to help with your HR needs. Includes handbook reviews, job description building, assistance with issues that arise, etc.

#### **HR HOTLINE**

Allow our Hotline to help with any urgent HR issues that arise. Even allow your employees to be able to call so that they have a safe place to report any issues to.

#### LABOR POSTER SERVICE

Automatically Receive updated labor posters each year and each time there is an update for each of your work locations and states.

#### **LEARN & GROW**

Full Customizable Learning Management System that is a part of the ISolved People Cloud allowing seamless training of your employees.

#### **ONBOARDING**

Get rid of your paper onboarding documents and allow employees to complete everything before their first day from any device.

#### **ONBOARDING PER EMPLOYEE**

Per employee fee for above service.

#### **SHARE & PERFORM**

Complete Employee Engagement Tool with 360 Performance evaluations, chat features, and much more.

#### **UNEMPLOYMENT MANAGEMENT**

Allow our partner to assist with your unemployment claims all the way down to helping with each hearing.

#### **UNEMPLOYMENT MANAGEMENT PER EE**

Per employee fee for above.

# Description Of Services

# HRBÜTLER FULL SERVICE WITH A PERSONALIZED TOUCH Exceptional services to assist with your Human Resource department.

#### SET UP FEES

#### **ACA REPORTING**

Base fee for tracking and reporting all ACA related information. From tracking part time employee's eligibility to filing all related IRS documentation. When combined with Benefits Enrollment, this makes offering your employees benefits completely automated.

#### **BASIC GENERAL LEDGER**

General Ledger Export to be able to easily transfer payroll information to their accounting system. This includes a custom importable reports with a setup fee depending on complexity.

#### ADVANCED GENERAL LEDGER

Export to be able to easily transfer payroll information to accounting system. This includes a custom importable reports with a setup fee depending on complexity, for clients that have more complex GL account setups than just general/straight forward mappings.

#### **CARRIER CONNECTION**

Connections to Insurance Carriers that allows for any changed made in the HCM to automatically translate to your Employee Benefits to the insurance carriers

#### **E-VERIFY**

Per employee fee for above.

#### **HR BUNDLE**

A bundle of all of the best HR Tools, Electronic Onboarding/ Offboarding, Benefits Administration, & much more.

#### HR COMPLETE

A bundle of all of the best HR Tool.

#### **JOB COSTING**

Allow employees to clock in/out of jobs or other labor fields to automatically allocate labor to allow for proper P/L statements. When tied together with a General Ledger, this helps companies become really efficient in their accounting.

#### **LEARN & GROW**

Full Customizable Learning Management System that is a part of the ISolved People Cloud allowing seamless training of your employees.

#### **ONBOARDING**

Get rid of your paper onboarding documents and allow employees to complete everything before their first day from any device.

#### **SCHEDULING**

Allow admins, manager, and supervisors to schedule employees to shifts or set default schedules.

#### **SECTION 125**

Fee for setting up and filing a Section 125 document on your behalf to enable your organization to utilize pre-tax deductions in payroll.

#### TAX SETUP

Set up fee for registering with all appropriate tax agencies and setting HR Butler up as your payroll tax filing representative.

#### **TIMEKEEPING**

Base Fee for allowing employees to clock in/out, manage their time and attendance.

#### WOTC

Work Opportunity Tax Credits Integration allows ISolved to automatically find WOTC credits on your behalf.