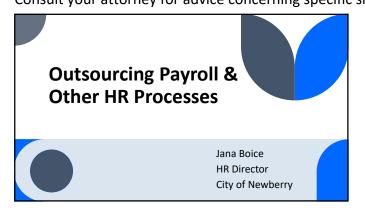
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Introduction

A significant amount of time and energy is spent processing payroll. The task can be daunting at times between collecting timesheets, reviewing time off requests, balancing leave, knowing statutory taxes, retirement contributions, insurance premiums, and every other nuance that goes into payroll.

Many municipalities struggle with the decision to outsource or wonder if it is worth the time and effort to consider a change to outsourcing payroll – or even other HR processes along with payroll.

Agenda

- What is the difference between a 3rd party payroll system and an HRIS system?
- What all can the programs do?
- Pros and Cons
- Questions to Ask
- A list of the most common payroll systems used and the estimated costs associated.

Outsos

 What are the changes to your payroll processing and what steps do you need to follow to implement the new process?

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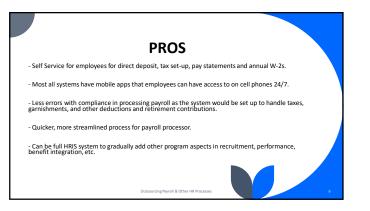
Q & A

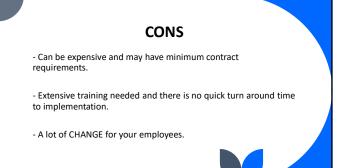




Companies that use the software can also integrate time and attendance, manage employee performance, track competency, and set training schedules.

An HRIS system becomes the central place where employee data is held, making it the streamlined hub for human resources to handle any situation that arises with an employee in an organized and documented manner.

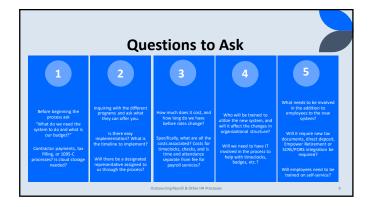


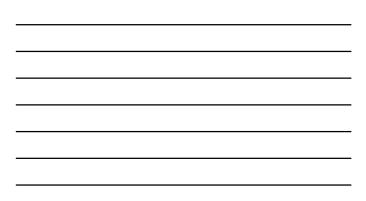


Best Payroll Services for Small Businesses (as determined by Forbes polls)

- ADP Run (<50 employees)
- ADP Workforce Software (+100 employees)
- OnPay
- Gusto
- Paychex Flex (Simplicity)
- Paylocity (+100 employees)

*Pricing for all payroll programs are typically customized package rates that are set up on a set fee per month/per program (\$40 - \$80), plus additional fee for timeclocks, cloud storage, and a monthly per employee set amount (\$6-10 each).





How do we get there?

STEPS to make the transition:

- 1. Get your data together, change managers in place, and gain buy-in across your leadership team.
- Plan your budget. What all do we need/want to have the system do?
 Plan who will be involved in the process. How much training will be required and how long?
- 4. Set your timeline to implementation.
- 5. Inform your staff and set your training schedule.
- Integrate your current program with the new. Be sure to check for a test run payroll before it goes live to ensure there are no hiccups.

Outsourcing Payroll & Other HR Processe





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