

**Date: Tuesday, June 2, 2015**

**Time: 7:00 pm**

**Place: City Hall**

## **INFORMATION TECHNOLOGY COMMITTEE**

A. ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS

1. CONSIDERATION OF ISOLVED PROPOSAL

Attached is a proposal related to automated/electronic solutions for payroll, time and attendance, benefits and HR from iSolved. The Committee is requested to consider the proposal for further direction.

Individual Requesting Item	Rob Jacobson/Payroll Task Force
Expected Length of Discussion	20 Minutes

Documents: [\*iSolved HCM Proposal for City of Monroe.pdf\*](#)

D. BUSINESS PRESENTED BY MEMBERS

May make brief informative statements or bring up items to be discussed at a future meeting.

E. ADJOURNMENT

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Members: Chairperson Jeff Newcomer, Louis Armstrong, Daryl Rausch, Martin Shanks and Al Gerber**



**PROPOSAL**

**PREPARED EXCLUSIVELY FOR:**

City of Monroe

**PRESENTED BY:**

Kelly Aker

## Transform the way you manage your most important asset – your people!

iSolved, by Infinisource, provides you with a unified solution for HR, Payroll, Benefits and Time and Attendance. One login, accessible anywhere, anytime means it's ready when you are. Check your full payroll preview, view the Executive Dashboard or prepare a performance review. iSolved is a flexible and intuitive solution that provides the vital data you need to make more informed business decisions and drive employee engagement.

iSolved offers an extraordinarily different experience:

- **Access your data anywhere.** Being 'in the cloud' gives you total control of data and maximum accessibility – anytime, anywhere.
- **A single access point.** Everything you need to manage the entire lifecycle of your employees, accessible from one innovative system. No multiple logins; no exporting or importing.
- **Enables complete reporting.** With iSolved's reports, you can easily determine employee types, hours worked, full-time status and more to confirm compliance.

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"I unconditionally recommend Infinisource to all my businesses looking for a 'user-friendly' company."

-Sheryl Mowry, Leader Logistics Group

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iSolved provides your *must haves* in a unified solution.



1. Pay employees (Payroll)
2. Collect, manage and schedule time (Time)
3. Deliver and administer benefits (Benefits)
4. Create and maintain employee records (HR)

## \$\$\$ Payroll

Payroll is the cornerstone of iSolved. The intuitive technology ensures your payroll is processed efficiently and accurately. iSolved's full payroll preview puts you in control and allows you to catch errors before you process. Plus, iSolved offers a multi-layered security strategy to ensure that system access is limited to the right people.

- Real time payroll preview
- Anywhere, anytime access
- Garnishment management
- Standard payroll reports and a custom report writing tool
- GL interface
- Year-end administration services including W-2/1099 processing
- Fully integrated
- Automated tax filing
- Employee and manager self-service
- No fee direct deposit
- Complete payroll related tax service
- Check, direct deposit or pay card payment options



## Time and Attendance

Accurately track, manage and process time and attendance for your entire workforce, even if you have remote employees, multiple locations or mobile employees. With iSolved TimeForce, you can choose the data collection that works best for your business - online, with a time clock or with the iSolved Mobile app.

- Time clock hardware options including the new NXG clocks with optional biometric scanner
- Unlimited employees, pay policies and shifts
- Error-checking system to evaluate time punches against shift and pay policies
- Automated time entries for approved absences
- Multiple overtime categories
- Time rounding on settings you create
- Meal and break tracking



## Benefits Administration

Offering tailored employee benefits will not only save you time, but will also result in improved employee engagement.

- Streamlined open enrollment
- Real time integration
- Carrier specific reports
- Automated process
- Improved employee satisfaction



## Human Resources

You can input, store and report all types of employee data with iSolved. Whether you want to setup alerts or pull compliance reports, iSolved is the answer for all of your HR needs.

- New hire reporting
- PTO/vacation accrual management
- Employee self-service portal
- Job and salary management
- Training management
- Performance management
- Job history

## Optional services

### COBRA Administration

When your COBRA compliance program isn't managed properly, you are exposed to possible IRS excise tax issues, ERISA penalties, litigation and becoming self-insured for claims. COBRA errors have severe consequences, some of which could put a well-intentioned employer out of business.

Administration components	Employer benefits	Participant benefits
Seamless reporting to vendors	Reduced risk	Welcome letter with login and password information
All required notices for a comprehensive COBRA program	No software to maintain	Invoices
Management of COBRA elections and premium payments	Experts a phone call away	Website access to view notices, invoices and payment history
Updates on regulations, legislation and court cases	Gain time to focus on business	Dedicated phone number with extended hours
Website and call center support	Easy-to-use service	Service Representatives trained to thoroughly review and handle every inquiry
	Reduced workload	
	Reduced claims increase your bottom line	
	Dedicated service team	
	Call center in Michigan	

The top five concerns employers have with **COBRA**:

Employer concern	Infinisource solution
Time frames	We track 29 possible time frames per beneficiary
Notice requirements	Our notices exceed DOL model notice requirements
Changing rules and regulations	We monitor legislation on a daily basis
Documentation	Documentation is retained eight years
Time	Infinisource administration relieves you of this time-consuming duty

## Flexible Spending Account Administration

Flexible Spending Account Administration includes:

- Debit cards
- Section 125 Cafeteria Plan documents
- Online forms
- Summary Plan Document
- Two-day claims processing
- Online employee enrollment
- Live chat, website and call center support
- Electronic or spreadsheet enrollment
- Dedicated account manager
- Online employer reports
- Direct deposit
- Online nondiscrimination test
- Website access

## HRA Administration

Health Reimbursement Arrangements (HRAs) are employer designed and funded plans that reimburse employees for out-of-pocket medical expenses not covered by a health insurance plan and individual health insurance premiums.

**An Infinisource HRA includes:**

- A customizable plan design
- A knowledgeable account manager
- Online nondiscrimination test
- Online reimbursement request form
- Two-day claims processing
- Direct deposit
- Client and participant website and call center support
- Online reports

## Transportation Reimbursement

Transportation reimbursement is an employer-sponsored benefit plan that allows employees to have money deducted from their pay on a pre-tax basis. Funds are then used for reimbursement for qualified parking, transit passes and vanpooling (commuter highway vehicle) expenses.

### How our transportation plan works:

- Employer adopts Section 132 Transportation Reimbursement Plan (documents prepared by Infinisource)
- Employees enroll and authorize pre-tax deductions from pay (Infinisource provides online enrollment and enrollment materials)
- Employees submit reimbursement form (provided by Infinisource) and any required documentation to Infinisource
- Claims processed within two business days of receipt
- Website access to monitor account
- Monthly reports to employer

## Health Savings Administration

A Health Savings Account (HSA) is a tax-exempt trust/custodial account established exclusively for the purpose of paying qualified medical expenses of the account beneficiary. HSAs were created to engage health care consumers to make better health care cost decisions.

### Employer benefits:

- Lower premiums for high deductible health plan
- Potential for tax savings if offered through a cafeteria plan
- Contributions made electronically
- Helps attract and retain employees
- Experienced, nationally recognized administrator

### Employee benefits:

- Pay fewer taxes
- Checking account
- Debit card
- Mutual plan options (available with \$1,000 minimum deposit)
- Certificates of Deposit (available with \$1,000 minimum deposit)
- Monthly statements for checking accounts and certificates of deposit
- Quarterly performance update
- Portable
- 24/7 Internet account access

## HR Support

Our Human Resource Support has two levels to assist you with managing your employees HR functions:

### HR Basic

Available 24/7, you can access the online HR Support Center for all of your HR needs.

Resources include:

- Employee handbook
- Policy library
- HR forms
- Three-minute HR audit
- eAlerts
- HR checklists
- HR guides
- Job descriptions
- Q&A database
- HR best practices
- Monthly newsletter
- Glossary of terms
- HR news and updates
- HR resource center

### HR Pro

With the HR Pro solution, your company can virtually outsource their HR department.

Experienced and certified HR professionals work with you to address your business specific questions and needs, including:

- **Ask the Pro:** Address your situational questions in regards to legal compliance and personnel issues, and receive a response within one business day.
- **Document Customization:** HR Pros will create and/or customize your HR documents, and review for potential legal concerns.
- **Employee Handbook Development:** Schedule a personal appointment with an HR Pro to develop a custom employee handbook and a plan for implementation.

## Onboarding

Eliminate paperwork and redundancy from the employee onboarding process. Our onboarding streamlines the entire employee process using a simple online interface.

- All new hire forms & waivers
- Secure storage of documentation
- Tax credit processing
- Bilingual capable
- 100% web-based & secure
- Collect everything: personal info, emergency contacts, direct deposit, voluntary benefits enrollment, W-4, W-9, WOTC

## Applicant Tracking

You can have the most modern, fully-featured applicant tracking solution available. It is completely web-based, built on an open technology platform that's hosted securely in the cloud. You will easily drive critical decisions to optimize your workforce.

- Intuitive recruiting process
- Online employment application
- EEO/OFCCP compliance
- Real time analytics
- Automated tracking and recruiting dashboards
- Custom career sites

## Carrier Feeds

You can be relieved of the time-consuming benefits communications to vendors and carriers. Your enrollments, dis-enrollments and change requests are processed promptly, accurately and communicated by a variety of vendor communication options to carriers.

**You will no longer contact carriers for:**

- New hire
- Open enrollment
- Address changes
- Life events

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“Our college has used Infinisource for several years. They are efficient and always willing to assist. They have been very responsive to any questions or problems that we have had. I would highly recommend them as a great source of information and for providing excellent service.”

- Donna R. Laroski, Human Resource Specialist

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**When you need to increase efficiencies and reduce workload, remember these Human Capital Management considerations:**

	<b>INFINISOURCE</b>	<b>Other</b>
HR, payroll, benefits and time and attendance in a unified solution	★	?
Workflow between HR, payroll, benefits and more	★	?
Security across multiple areas	★	?
Common business rules across multiple areas	★	?
Access your data from anywhere at anytime	★	?
Built-in workforce analytics (turnover, overtime, benefits)	★	?
Create your own reports	★	?
Federal, state and local tax updates applied automatically	★	?

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“I have worked with many TPAs for COBRA Administration over the years and Infinisource is by far the best. From group implementation to ongoing issues, I have not had any complaints and I’ve been working with them going on 12 years. I will go out of my way to work with them and would highly recommend them to anyone that is in need of the services they provide.”

– Chitty Giza, Willis of Florida

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# iSolved Fees

Onetime Implementation Fee				
iSolved Implementation Fee				\$5300
Monthly Processing fee				
iSolved bundle	Number of employees	Per employee, per month	Setup fee	Total fee per month
Comprehensive Bundle	110	13	n/a	\$1430
Time Clocks: (purchase)				
IQ200-Wi-Fi w/bar code reader	8 clocks	\$655 per clock		\$5240
NXG-G2-Ethernet w/bar code reader	1 clock	\$1840		
Optional Services Selected:				
Carrier Connection Service- onetime set up fee		\$1250 per carrier set up		
Carrier Connection-Maintenance fee		\$75 per quarter per feed		
COBRA				
FSA				
Annual Processing				
Number of W-2s/1099s	Cost per W-2/1099	Flat Fee	Total fee	
110	\$5	\$50	\$600	
Paper Check Delivery Options (if applicable)				
Number per month	Cost per delivery		Total monthly fee	
TBD	\$20		TBD	

Notes: