PAYROLL ADMINISTRATION

"The most complete and powerful solution in the industry"

To succeed, your organization must focus on its core functions. By shifting your employer responsibilities such as your company's payroll, tax, and garnishment administration to our partner, XccelerateHR, you are free to focus on more strategic business functions that are essential to your success.

Our payroll administration services include:
- Payroll processing and administration with direct deposit and debiting for seamless payrolls
- Paperless payroll option, including e-pay stubs for employees
- Payroll and billing reports available online each pay period
- Electronic W-2 preparation and delivery
- Payroll and employment tax processing and payments
- Tracking and processing of paid time off (PTO)
- Integration with XccelerateHR Time and Attendance
- Simplified payroll submittal anytime through XccelerateHR SaaS platform

Report Writer that enables you to access multiple reports to gain important insight into your HR, payroll, and benefits spending:
- More than 20 standard payroll, billing, and HR reports
- Available in easy-to-read PDF or XLS export formats
- Date range capability on most reports
- Payroll registers
- Job costing reports
- Departmental sort options
- Employee data reports

Included in your payroll service are these convenient options:
- **Employee self-service:** Empower employees to manage their own employee information online with 24 x 7 access to view their pay stubs, make address changes, track paid time off, view W–2s and more.
- **Direct deposit:** Allow employees to automatically deposit paychecks into their bank accounts.
- **Payroll deductions:** Let XccelerateHR administer your payroll deductions. They can manage deductions for health and welfare benefits, retirement plans, uniforms, advances, and other types of employee deductions.

Special Pricing for USCJ and its affiliates - $1.60 per paycheck, $10 per pay period. NO additional fees, NO W-2 fees, NO end of year reporting fees, NO new hire fees... 100% green with free ACH or low cost debit cards.

6

Why overpay? Let us help you save!

XccelerateHR

Workforce Management Solutions that make your business better

✔ = Included
✖ = Not included

Feature	XccelerateHR — HR Pyramid	ADP — PC Payroll for Windows ®	PAYCHEX — Preview ®	CompuPay — Payright HR (Millennium 2 ®)
Integrated human resources software	✔ Integrated HR data and reporting	✖ Separate product required	✖ Separate product required	✔ Limited HR features
Hosted web interface	✔ Do payroll from anywhere	✖ PC Installation required	✖ PC Installation required	✖ PC Installation required
Automatic software updates	✔ Updates are automatic	✖ Manual Installation required	✖ Manual Installation required	✖ Manual Installation required
Unlimited users with security	✔ Unlimited concurrent usage	✖ Single user	✖ Single user	✔ PC based file sharing required
Enterprise database technology	✔ Microsoft SQL Server database technology	✖ DOS Flat File (Single Year)	✖ DOS Flat file (Single Year)	✔ MS Access 97 - Limited to 1 GB of data
Unlimited data storage	✔ No limits to data storage	✖ Data archived annually	✖ Separate database by year	✔ One gigabyte limit
Change history/logging	✔ Change logging and reporting	✔ Limited- no access to prior years	✖ Unavailable	✔ Unavailable
Real time data transfer	✔ Real time Interface with service bureau	✖ Transmit/Receive required	✖ Transmit/Receive required	✖ Transmit/Receive required
Standard report library	✔ 70 Standard reports	✔ 30+ Reports	✔ 30+ Reports	✔ 50+ Reports
Integrated report writer	✔ Easy report writer built in	✖ Third party product required	✔ Limited (no cross year reporting)	✔ Report Writer - limited to 1GB data
Time clock interface	✔ Interfaces to most systems	✔ Limited	✔ Limited	✔ Limited
Custom batch payroll entry screen	✔ Custom payroll grid and detail screens	✖ No customization	✖ No customization	✖ No customization
Pre-process ability	✔ Complete pre-process reports	✔ Requires transmit/receive	✔ Gross to net calcs only	✔ Pre-Process reporting
Cross year reporting	✔ Unlimited cross year reports	✖ No access to prior years	✖ Each year reported separate	✔ Data storage limits
Date driven reporting	✔ Date range selection	✖ Accumulator codes required	✔ Limited to single year	✔ Date driven - limited to 1 GB data
Consolidated company reports	✔ consolidated reporting for company codes	✖ Unavailable	✖ Unavailable	✖ Unavailable
Benefits and Insurance management	✔ Single point benefit changes	✖ Separate application required	✖ Separate application required	✖ Unavailible
Effective date driven	✔ Start and end dating	✖ Limited	✖ Requires separate HR product	✖ Unavailable
Labor distribution	✔ 5 dept. levels - with job, piece, rate	✔ 3 department levels	✔ 3 department levels	✔ 3 department levels
Time and attendance	✔ Integrated TimeForce time and attendance	✖ Separate application required	✖ Separate application required	✖ Third party application required
Time-off accruals	✔ Flexible accruals	✖ Limited	✖ Limited	✔ Flexible Accruals
Payroll batches by pay frequency	✔ Allows multiple payroll batches	✖ Requires separate company	✖ Requires separate company	✔ Allows multiple payroll batches
Benefit provider integration ability	✔ 401K, FSA, Medical, etc.	✔ Difficult - Expensive	✔ Difficult - Expensive	✔ Difficult
Third party software interfaces	✔ Easily interfaces with third party applications	✖ Custom export report required	✔ Custom export report required	✖ Custom export report required
Dedicated customer service rep	✔ Dedicated CSR	✖ Call Center	✖ Call Center	✔ Dedicated CSR
Full Tax Service	✔ Tax service in all 50 states	✔ Yes	✔ Yes	✔ Yes
Employee Self Service	✔ Payroll and Time and Attendance ESS	✔ Separate application required - Expensive	✔ Separate application required - Expensive	✔ Separate application required - Expensive
Data Exports	✔ Export to Excel, or other popular formats	✖ Third report writer required	✖ Limited through report writer	✖ Limited through report writer
Reports by e-mail	✔ Secure reports automatically sent by e-mail	✖ Unavailable	✖ Limited - Requires separate service	✖ Unavailable
Human resource service	✔ HR online, forms, unlimited help-line calls	✔ Expensive	✔ Expensive	✖ Unavailable
HR compliance materials	✔ Online training, posters, videos, etc.	✔ Requires HR service - Expensive	✔ Expensive	✖ Unavailable
Pay-2-Pay Worker Compensation Insurance	✔ Automated No Audit Workers Compensation	✔ Limited carriers - Higher premiums	✔ Limited carriers - Higher premiums	✖ Unavailable
Tax Credit Processing	✔ Automatic Tax Credit processing	✔ Limited - No Integration	✔ Limited - No Integration	✔ Limited - No integration

Call us today for a payroll analysis and web presentation of our services!

1-800-606-6762 x 102   www.normandyfs.com

XccelerateHR

Employer Administrative Requirement Interview

<table>
<tr>
<td>Please complete this form and fax to 480-247-4460. Your Quote will be presented to you as soon as we have the information from this form.

xcceleratehr.com

Call us at 855.851.8550 if you have any questions on our services</td>
</tr>
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Internal Use Only

Partner Number	Client Number	User ID

Contact Information

Company Name			
First Name		County	
Last Name		Phone #1	
Title		Phone #2	
Address 1		Fax	
Address 2		E-Mail Address	
City		How long in business?	
State		Preferred Contact Method?	☐ Phone ☐ Fax ☐ Email
Zip		Currently outsourcing HR?	
FEIN Number		If so, who?	
Type of Business Entity – Check One	☐ C Corp ☐ S Corp ☐ LLC ☐ Partnership ☐ Proprietorship ☐ Non-Profit		

Description of Operations (what does your company do?):

Payroll Frequency (Circle One) **Weekly   Bi-Weekly   Semi-Monthly   Monthly**

Current State Unemployment Rate (if known)	
Current Work Comp Experience Modifier (if known)	

* Please attach 3 to 5 years of current Loss Runs

Payroll Information – *We must have payroll values in order to process your request for proposal!*

Workers' Comp Classification/Job Description	Number of Full Time Employees	Number of Part Time Employees	Annual Payroll Per Workers' Comp Classification
Example: 8810/Clerical	**6**	**2**	**240,000**

Client Services Set Up Form

Client Legal Name: _____   **ELITE** (PEO) ☐   **EXPERT** (ASO) ☐

Client DBA Name: _____   **ESSENTIALS** (PR) ☐

Client FEIN: _____   Client State ID: _____

Client Address: _____ Type of Business Entity: C Corp. ☐   S Corp. ☐

City, State, Zip: _____   LLC ☐ Partnership ☐   Non-Profit ☐

Client Payroll Contact: _____Contact Email: _____

Contact Phone: _____Contact Fax:_____

Preferred Contact Method: Fax ☐   Email ☐   Phone ☐

What does your Company do?

Client Payment Method: Client Wire Initiation   Reverse Wire (Elite Services) ☐   ACH (Expert or Essentials Services) ☐

⇨ *Please contact your bank and request if there is a special form required to process **REVERSE WIRE or ACH** banking transactions.*

⇨ *Please complete and sign XHR's **WIRE SUBMISSION FORM** to authorize reverse wire payment of your invoices.*

Please Send My Invoices: Fax ☐   Email ☐   Hard Copy ☐   Online ☐

⇨ *Please mark all that apply   Prior to Delivery   Prior to Delivery   Sent with Payroll   Available on Date of Payroll*

Requested Date of First Payroll: _____

⇨ *Please complete an employee set-up packet for each of your employees*

Pay Frequency: Weekly ☐   Bi-Weekly ☐   Semi-Monthly ☐ Monthly ☐

Employee Pay Method: Check ☐   Direct Deposit ☐   Both Check & Direct Deposit ☐

⇨ *To elect Direct Deposit, please complete either a Direct Deposit Authorization form for each employee who would like to initiate the service.*

Payroll Check Bank Method   XHR Account ☐   My Company Account ☐

⇨ *Please complete the ACH (Your Bank Acct.) or Wire Form (XHR Bank Account).*

   If XHR Account, would you like your company name to appear on checks? Yes ☐   No ☐

   Payroll Check Style   Flat Checks ☐   Fold and Seal Checks ☐

XHR – Client Services Set-Up Form

First Pay Period Begin Date: _____   Last Pay Period End Date: _____

Work Week Begin Date: _____   Work Week End Date: _____

First Date P/R Will Be Submitted: _____   **Payroll MUST be submitted to your Payroll Specialist at least 2 days prior to your requested check date.**

First Payroll Check Date: _____   First Delivery Date of P/R: _____

For Mid-Year Start Date Clients.

Do you want your employees to receive a year-end W-2 including all pay/tax history from Y-T-D payments made by other payroll administrators?   Yes ☐ *   No ☐ **

XHR charges a set-up fee for <u>manually entered</u> employee historical pay and tax data which will be included on XHR's year-end W-2. To not incur a set-up fee, all YTD data must be provided at least 10 working days prior to 1st payroll date in an Excel CSV format.

**If No, please advise your employees that they will be receiving two W-2's at year-end.*

➯ *Please provide: (1) all Quarter-End Employee Wage and Tax Reports, (2) Quarter-End Employer Tax Reports, and (3) current quarter-to-date employee wage/tax and employer tax data in an Excel or CSV format (template available).*

At Year End XHR Mails Employees W-2's Directly to the employees address. Do you require a copy to be mailed to you as well?   Yes ☐ *   No ☐   *XHR charges an additional fee for client copies of form W-2.*

How Often Are You Submitting Payroll Tax Payments:

Quarterly ☐   Monthly ☐   Semi-Weekly ☐   Next Day ☐

What Employees Should Have Access To:

HR Online Support System: _____

XHR Payroll System: _____

XHR HR Admin System: _____

Delivery of Payroll Will Be To: _____
    Mark all that apply.

One Location ☐   Physical Address: _____

Multiply Locations in One State ☐
➯ *Please complete the Multiple Location Worksite Form.*

Multiple Locations in Several States ☐
➯ *Please complete the Employees Working in Multiple States Form.*

Invoicing Preferences   One Invoice for All Locations ☐   Separate Invoice for Each Location ☐

Submission of Payroll for Processing   Excel by email ☐   Time Clock Export ☐   Call In ☐   Fax ☐

XHR – Client Services Set-Up Form

Deduction Services Required
Mark all that apply.

Medical Benefit Plan Deduction ☐   Retirement Plan Deduction ☐   Child Support Deduction ☐

P/R Garnishment Deduction ☐ Advances/Loan Deduction ☐   Misc. Deduction ☐

Would You Like to Retain Your Employee Numbers?	Yes ☐	No ☐
Do You Need Payroll Services For Tipped Services?	Yes ☐	No ☐
Do You Pay 1099 Contractor Wages?	Yes ☐	No ☐
Are Your Salaried Employees Classified as Exempt?	Yes ☐	No ☐
Will You Pay Officer Wages through XHR?	Yes ☐	No ☐

Please Indicate Names of Officers

Officers: _____

Do You Need Union Reporting Services?	Yes ☐	No ☐
Do You Need EEO-1 Report or Vets-100 Report?	Yes ☐	No ☐
Do You Need Certified Payroll Reports?	Yes ☐	No ☐
Do You Reimburse Employees for Company Expenses?	Yes ☐	No ☐
Does Your Company Need Job Cost Reporting?	Yes ☐	No ☐
Do You Classify Your Employees by Department?	Yes ☐	No ☐
Do You Need Services for Vacation and Sick Accruals?	Yes ☐	No ☐

If yes, please complete the Vacation and Sick Accruals Services Form and provide a copy of your Employee Handbook.

_____   _____

Client Authorization/Title   Date

XHR – Client Services Set-Up Form

WIRE SUBMISSION FORM

Payment Policies and Procedures

XccelerateHR's policy for invoice payment requires our client companies to authorize a reverse-wire initiated by XccelerateHR upon receipt of your current invoice using the following bank information. Your company payroll will be released once payment confirmation has been received from our bank. Please provide your bank information below.

Bank Name: _____

Address: _____

City/State/Zip: _____

Account Name: _____

Account Number: _____

ABA Routing Number: _____

Authorized Signers on this Account:

_____
Name/Title

NOTE: Please attach a VOIDED check from this account to keep on file.