

SCOPE OF WORK – Payroll Services

The awarded vendor will accurately and reliably provide a full array of Payroll Services for NAHAC. These include, but are not limited to, regular processing of payroll and ancillary services, offering a robust selection of training classes for NAHAC staff, and handling of all verification of employment requests. Specific details of each of these required areas of responsibility are outlined below.

- Processing biweekly payroll for approximately 10-20 employees, on time and correctly with minimal adjustments required.
- Providing direct deposit options for employees, to include split deposits, as well as paper checks for new employees until direct deposit takes effect, and/or any combination of the two.
- Processing retroactive payments, final checks, special pay runs, PTO cash outs, etc., with ability to generate and deliver urgent documents within one business day.
- Timely and accurate filing of all required tax documents, reports, and remittances.
- Deducting and dispersing employee liens/withholding orders.
- Producing and/or making available for self-service any and all data related to pay, hours, and other employee information that may be requested of/by NAHAC for analysis and/or compliance purposes.
- Handling all verification of employment (VOE) requests in a timely and confidential manner.
- Having specific representatives assigned to the NAHAC account with knowledge to address payroll and human resources-related questions.
- Processing and reporting new hires and employee terminations.
- Unemployment claims administration and unemployment tax filings.
- Administration of COBRA – if required by law – based on the number of NAHAC employees at any given time.
- Providing background checks in a timely and confidential manner.
- Offering and facilitating a minimum of 15 to 18 employee and/or management training and advancement classes and tutorials, with availability both online and in person.