
Paylocity News



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ISSUE: 1st Quarter

March 2009

Message from our CEO

Steve Sarowitz

I am thrilled Paylocity is doing quite well despite the slowing economy. A record sales month in January more than offset the unfortunate increase we have recently seen in our clients going out of business and/or the shrinking of existing payrolls. As like everyone else however, we are eliminating discretionary expenditures like our company picnic. We will continue to heavily invest in our customer support team because we are unequivocally committed to maintaining and even improving the exceptional service that has allowed us such success over the past decade.



On other fronts, we are continuing our national sales expansion, opening in the Seattle, Miami and Sacramento markets in February. We now have salespeople in over 15 markets and expect to add several more over the next few years. We have received a great reception in the newer markets where clients are pleased to discover a mid-market alternative that provides a better value versus our large national competitors.

We are excited by the new WebPay 6.1 features including; a calendar view of time-off requests, applicant tracking, the ability to schedule reports and a multi-company report writer. We also have made changes to enhance WebPay's performance as we do every release.

This summer, we will be introducing additional advanced features to WebPay, including a mass change feature and configurable new hire and data entry screens. Additionally, we will be releasing an updated version of Paylocity Web Time, our web-based time and attendance product. The new release will be fully integrated with WebPay, including single sign-on capability thereby eliminating the need to enter data in multiple places.

Additionally, we hit another milestone in January. Over 50% of our existing clients and over 90% of our newer clients now receive their reports on-line. These clients have told us that, besides helping the environment, receiving reports on-line helps them reduce storage space, is more secure and allows them to access their reports more quickly. As we continue our goal to provide the best payroll and HR solution to our clients, feedback like this is always good to hear.

Steve Sarowitz
CEO
Paylocity Corporation

How do I....?

Submitted by: Susan Zell

Add or Edit a Check Date in WebPay?

The Payroll Calendar can be accessed one of two ways:

1. By following this path: >Batch Setup - >Payroll Calendar.
2. You can also gain access with the "Payroll Calendar" button on the "Payroll Entry" screen.

To add a new check date:

1. Enter the following dates on the "Payroll Calendar" tab: Check Date, Period Begin Date, Period End Date and Expected Submit Date. (Note: All 4 are required.) Key the dates using the MM/DD/YYYY format or click on the arrow next to each of these fields to select a date from the calendar.
2. Click "Add" to save the entry.

To edit a check date:

1. From the "Payroll Entry" screen, click the "Edit/Change" link directly to the right of the existing check date. Enter the dates as above and click "Save & Return" to save the entry. (Note: This will replace the existing check date so if the upcoming check date is correct and the check date change is for a supplemental payroll, please see above to add a new check date to your calendar.)
2. You will be returned to the "Payroll Entry" screen. Confirm the check and period dates are correct prior to submitting your payroll.

FMLA Changes Require New Posters

Avoid Fines & Stay in Compliance with New FMLA Regulations!

On November 17, 2008, the U.S. Department of Labor (DOL) published the final version of the



new Family and Medical Leave Act (FMLA) regulations. These regulations became effective on January 16, 2009. Be certain to post the new regulations as soon as you receive them in order to avoid fines for failure to do so.

Employee Spotlight - Laura McTighe

Values are Key

Values are important to Laura McTighe, Client Services Manager for Paylocity.



After reading an article about Paylocity in the Chicago Tribune about the challenges of recruiting, Laura looked us up on the internet, found a training job posting, applied for the position and got the job. Having been a trainer for 20 years in some form or capacity certainly didn't hurt her chances.

A graduate from both University of Evansville and Bowling Green State, Laura is uniquely qualified for both positions she's held thus far at Paylocity. Her current position as Client Services Manager offers Laura more challenges than her training position did. "Training here at Paylocity was great, but it didn't offer the kind of high high's and low low's challenges I'm accustomed to, so when this position became available, I jumped at it, says Laura. Also, Nick Raimondi (Director of Client Services) has great vision in terms of the future of this department and I wanted to be a part of the change."

Nick appears to be happy Laura is on board as well. "Laura takes pride in the service she provides, she is her strongest critic and performs with the utmost dedication to ensure she is providing the highest level of service she believes all clients deserve," says Nick.

When asked about her favorite thing about working here, Laura laughs. "I could say my commute since it's only 8 minutes, but the truth of the matter is, I really like the values of the organization." And we in turn, value great employees like Laura. Proving herself a dedicated employee, Laura also likes to participate in Paylocity events like helping the Green Team with their projects and participating in Spirit Committee events. Thanks Laura!

Client Spotlight - Marketnet

Shmoogie.com

Family owned and operated for 20 years, Marketnet is much more than your run-of-the-mill tchotchke distributor. For starters, they coined their own phrase; "shmoogie," in lieu of "tchotchke" since no one generally knows how to spell it. (I can attest to how difficult it is to try



and find its spelling.)

When Jim Dunne, President of Marketnet founded the company he didn't set out to be the largest distributor, rather the best. "I worked for other distribution companies before starting my own and I thought, how hard can it be?" he says laughingly. Selling everything from awards to zappers, in addition to storing the purchased items (at no charge) for his larger clients, cannot possibly be as easy as he jokes about. Should you be looking for something to add your company logo to; Marketnet is sure to have it.

In addition to all his duties as President, Jim still prepares the payroll for his company every other week. "We used to do payroll in-house, but about every 6 months or so I'd get a letter from Uncle Sam nicely explaining some mistake that had been made and not so nicely penalizing me for the error, says Jim. I finally relented and let someone else do it and I am so glad I did. Paylocity's service is excellent and the people there are top-notch. There are a few people I can point out, but I'd like to specifically thank Dawn Albert my trainer. She was great and tremendously patient with me. I'm no finance expert and she took the time to make sure I understood everything. I'd recommend Paylocity to anyone that asked."

That's always good to hear and I'd like to return the favor. Jim Dunne is one of the most genuine people I can honestly say I've ever run across and I'm obviously not the only one that thinks so. In 2002, Jim's son Jordan nominated his father (through a promotion Coca-Cola and Chevrolet were having) for the honor of carrying the Olympic torch through Chicago. It must have been a terrific letter because he won! Jim had the honor of running the torch a little more than a 1/8 of a mile near the Museum of Science and Industry back in January of 2002.

To learn more about Marketnet (or to see Jim's picture carrying the Olympic torch) please visit <http://www.shmoogie.com> or phone 847.255.4010.

New COBRA Law Compliance

Employers Must Act Now to Comply with New COBRA Law

The American Recovery and Reinvestment Act of 2009, signed into law by President Obama on February 17, provides for a temporary subsidy of 65% of COBRA premiums for employees involuntarily terminated between September 1, 2008, and December 31, 2009. The subsidy is available for a maximum of nine months.



The new law requires that former employees who did not elect COBRA coverage be given an additional opportunity to elect coverage. However, coverage will begin as of the first coverage period on or after February 17, 2009.

Generally, those qualified for COBRA are only entitled to coverage under the plan that covered them at the time of the qualifying event, but the new law allows subsidy-eligible qualified beneficiaries to elect coverage under plans offered by the employer that cost the same or

less than their coverage at the time of termination, the Bulletin says.

Preparing for COBRA Expansion:

- Determine how to identify individuals whose qualifying event was involuntary termination.
- Identify those whose health plan coverage terminated after August 31, 2008, including those who did not elect COBRA coverage.
- Modify existing COBRA election notices to include information regarding the premium assistance subsidy and, if applicable, new coverage options.
- Review existing COBRA premium methodology and be prepared to document that it meets the COBRA standards in case that is required before receiving the subsidy reimbursement.
- Prepare to report supporting information about the subsidy reimbursement requested and confirmation that those who received the subsidy were eligible.

Setting Expectation during Difficult Times

Asking More for Less

When things get tough, the tough get going...or so we hope. There are however, those that seem to just squeak by and perform at minimum capacity. Most organizations are asking much more from employees right now and many are unable to provide additional wages or bonus. Numerous clients have even asked employees to help weather the storm and take pay-cuts. This is understandable to most but as managers we have an obligation to ensure those left pulling the weight are top performers.



As you look to trim expenses, consider the marginal employee whose performance and contribution you have merely been tolerating. Now is the time to showcase your top talent and show employees you're willing to recognize those that work hard and not tolerate those that do not.

In fairness to all employees it is important you clearly communicate your expectations for the next 90 - 180 days. Be sure recent performance reviews reflect your current opinion and if that is not the case, provide new documented feedback of their weakness. Listed below are suggested ways to evaluate your talent and ensure top performers are retained in these difficult economic times.

- Schedule and carry out regular meetings with direct reports. These should be done on no less than a weekly basis.
 - Ask for updates and a report on the employee's progress
 - Give feedback on progress
 - Give guidance, deadlines and parameters
 - If needed, remind the employee of standard operating procedures and/or performance requirements. Schedule and carry out regular meetings with direct reports
- Keep a running log of your meetings. Written notes also serve as

documentation in the case of any disputes. Additionally, they help to reward success.

- Do more for your people (in regards to recognition) but require more from them in return.

Following these guidelines will help ensure high performance as the only option. By allowing performance problems to continue you diminish your credibility and undermine the team as a whole. Of course, the person you are letting down the most is the individual whose performance is failing. When all else has failed, let the person go and make it clear to your team you intend to absorb some of the work until the position is filled with top talent at a later date. The key to weathering the storm in hard economic times is ensuring your business rebounds with the right players on your team.

Lori Kleiman, SPHR is the Branch Manager of HRadvantage. HRadvantage works with many Paylocity clients to provide HR support to small and middle-market organizations. You may contact Lori at lori.kleiman@hradv.com or visit her website at <http://www.hrpartners.us>

Paylocity Green Team Happenings

Hard at Work

As always, the Paylocity "Green Team" has been hard at work.

The electronic recycling program is back for the entire month of March. Employees can bring in any unused electronics and the Green Team will collect these items and send them collectively to MCRI for recycling.



MCRI is a specialist in the recycling of retired, obsolete or excess computer and electronic components commonly found in industrial use. They will dispose of these materials in a manner that meets or exceeds all current environmental regulations and states that none of these materials will ever be sent to a landfill.

Additionally, our Green Team received a "Community Service Award" from the Arlington Heights Park District in February, 2009. "It was an honor to receive such an award, says Marlo Burch, Green Team Captain. It appears our efforts in mulching and cleaning the Arlington Heights pocket parks resulted in this award. We are really pleased."

And pleased they should be. Thank you Green Team for all of your continued efforts!