

# Memo

To: Board of Selectmen  
From: Diane Demers Finance Director  
Date: 10/23/2014  
Re: Payroll RFP

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The Town of Allentown sent out an RFP for payroll services, we received four bids. Cindy and I reviewed demos with Checkmate and Trivantus last week. I reviewed the bids and I am recommending Checkmate as our new payroll service. I have discussed the different payroll services with Cindy and she agrees that Checkmate would be the best option. Checkmate offers the following services that I find beneficial to the Town of Allentown:

- Price, Checkmate will lower our payroll service cost. During the bid process Paychex offered to lower our pricing to \$9,222 for 2015. We will pay over \$12,000 this year for the same service. Checkmate's annual cost is \$8,512 for their Time and Labor Management and Payroll Services.
- Entering actual start and end times instead of just hours into Time and Labor.
- Time and Labor is part of the payroll program.
  - No importing.
- One Customer Service Rep for all portals.
  - We have 3 Reps with current software company.
- Single portal, one login accesses everything the employee needs.
  - Mobile App for phones as well as computer logins.
- Time off Accrual
  - It will appear on the employee check statement in days not hours.
  - If the departments use the schedule feature it will deduct a vacation day based on scheduled hours. This means there will not be adjustments to deduct time off.
- Exporting to other Software Programs. This will save time for both Cindy and I.

- Payroll can be exported into BMSI. We can determine the correct split between departments and charge the correct budgets. Ex: Finance and Welfare, Building and Fire, Town Clerk and Tax Collector. This will save me several hours each pay period.
- Worker Compensation reporting can be exported from payroll. Cindy will not have to manipulate the data. This will save her time each quarter.
- Checkmate will export NH Retirement System file and uploaded to NHRS website. This will save me time every month.
- Computer Screens are user friendly.
  - Cindy and I both reviewed the payroll and timesheets screens, they are easy to follow.
- Training
  - A Customer Rep. with schedule on-site training for supervisors.
    - This allows the supervisors one on one time to make sure they understand the process.
    - Videos available on computer site, if employees need help.

I have called the municipality of Boscawen and Wakefield who both currently use Checkmate. They both spoke very highly about the services they receive from them. They are very impress with their Customer Service Rep. and the customized reporting they get from Checkmate. I believe this will be the best option for the Town of Allenstown. We need to start the process as soon as possible to complete implementation by the first 2015 payroll. Implementation takes 6 to 8 weeks to complete. Please let me know if you have any questions.

Diane Demers

Finance Director