



CTR PAY360 WEBINAR

Fully Managed Payroll Solution

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Today's Speakers



BRIDGET ESCOBAR
President, Managing Partner



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Client Success Manager

Housekeeping

- Participant audio & video are disabled.
- Post questions using the Q&A function at any time.
- This session is being recorded.
- You will receive the slides and recording via e-mail within 24 hours.



Agenda

- What is Pay360
- Typical use cases for the service
- Roles & responsibilities
- Pricing
- Questions



CTR PAY360

Pay360 is CTR's version of Managed Payroll.

Managed Payroll is when a third-party vendor such as CTR provides assistance with processing payroll.

- The list of duties done by the client and payroll provider will vary.
- A discovery call between the client and the provider takes place to determine these responsibilities



Who is Pay360 for?

- Companies with high turnover
- Employee retirements
- Security concerns
- Understaffed
- Employees wearing multiple hats
- Overall peace of mind



Managed Payroll

Our Commitment & Responsibilities

- Clear Communication
- Provide a secure site to upload confidential information/forms
- Complete Employee Maintenance (that you have submitted/requested)
 - EE status/department changes
 - New earnings/deductions/benefits/dependents
 - Salary updates
 - EE terminations
 - EE tax updates (with completed W-4)
 - Payroll Entry
 - Retro pay/bonuses/reimbursements/extra hours/mileage
 - Garnishments/Child Support Orders
 - Manual/Adjustment/Additional Checks
 - Fringe Benefits
 - Off-cycle payrolls
- 401(k) Interface
- GL Interface
- Reporting-We will work together to determine what reports you want for before/after payroll is processed.
- Reporting-standard/custom report reports on a set schedule or as needed



Managed Payroll

Our Commitment & Responsibilities Cont...

- TimeCard Verification Email Reminders – can be sent to EE's/managers/supervisors
 - Audit payroll to source documents
 - Make any corrections or adjustments requested during review
 - Process payroll after final approval received
 - Provide fillable forms or spreadsheets to submit maintenance items
- ❖ Your managed payroll specialist will work with you to create a schedule that works to best support your account and payroll needs, how you prefer to send your maintenance items, your preferred means of communication (email, ShareFile) etc.
- ❖ During your first few payrolls, you and your managed payroll specialist will work together to determine what reports will help you to review your payroll, so you are comfortable approving. We will advise on the most common reports used.
- ❖ We attempt to cover everything during our meetings and calls, but it's difficult to know how everything will work and exactly what you will need...until we actually start doing the work.



Managed Payroll

Your Responsibilities



- Approve absences & employee time
- Hire your employees
- Verify all information
- Assisting employees with their employee self-service

Pricing Based On

- Initial scope of work meeting
- Develop pricing based on individual needs of the client
- Higher cost for weekly payrolls/lower for bi-weekly
- Additional services
 - Issuing pay cards
 - GL interface
 - 401k interface
 - Custom reports



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Thank You