



# PAYROLL CONSOLIDATION AND COMMON REMITTANCE SOLUTION

*"This solution helped us meet our employee eligibility tracking and compliance initiative, with a one-year return on investment. I highly recommend it!"*

Joe Braddock, CFO  
Diocese of Jefferson City MO

Who's Where has been providing services to religious and non-profit organizations since 2004, when we partnered with the YMCA Retirement Fund to consolidate decentralized payroll data from the YMCA locations across the country into a centralized database to:

- Calculate **employee eligibility** by tracking hours across all locations and consolidating hours for employees who work in **multiple locations**
- Ensure timely enrollments by providing **notifications** of employees who are **not enrolled** and employees who are **enrolled and not eligible**
- **Invoice** locations and **transfer funds** electronically
- Ensure timely **transfer of funds** to employee accounts by generating a **consolidated contribution file**

Who's Where's uses actual payroll data files (not manually created spreadsheets) to ensure data integrity. Our team works with each individual location to obtain this data from their payroll solution and provides web-based group training for the individual users. We support a wide variety of payroll solutions (such as QuickBooks, ADP, Paychex, Sage, Shelby, ParishSoft, Parish Data Systems, Blackbaud, Paylocity, Paycor, to name a few), as well as manual payroll processing.

With this data, you will have access to real time, detailed employee data (e.g., demographics, hours, wages, etc.) on the management dashboard and through the comprehensive reporting tool.

## **BENEFITS TO THE ORGANIZATION**

*Using centralized, decentralized or independent **existing** payroll systems:*

- Ensure eligible employees are enrolled
- Know who is working in each enrolled location
- Identify employees working in multiple locations
- Generate census reports for plan providers and annual audits
- Invoice and transfer funds electronically

## **BENEFITS TO THE LOCATIONS**

*Using **existing** payroll system or process:*

- Know when employees become eligible for benefits
- View employees who are working in other locations
- Create employee benefit contribution reports
- Approve and submit benefit payments electronically

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## PAYROLL AND BENEFIT ENROLLMENT REPORTING

Exception-based Organization-wide reporting provides a quick view of potential areas that need attention, which assists in ensuring employees are enrolled and contributions can be made in a timely manner.

**Pending/Failed fund transfers**

| Funding Status | Invoices | \$          |
|----------------|----------|-------------|
| Pending        | 1        | \$800.00    |
| Failed         | 0        | \$0.00      |
| Completed      | 17       | \$24,025.40 |

**Missing payroll data**

| Days Late | Employers With Unpaid Invoices | Employers That Have Not Created Invoices |
|-----------|--------------------------------|--|
| 15 - 29   | 0                              | 0  |
| 30 - 44   | 0                              | 0  |
| 45 - 59   | 0                              | 0  |
|           | 0                              | 0  |
|           | 3                              | 7  |

**Invoices that have not been paid**

| Days Late | Late Payrolls | Days Since Last Check Date | Employers |
|-----------|---------------|----------------------------|-----------|
| 5 - 9     | 7             | 15 - 29                    | 1         |
| 10 - 14   | 8             | 30 - 44                    | 1         |
| 15 - 29   | 8             | 45 - 59                    | 0         |
| 30 - 44   | 9             | 60 - 89                    | 0         |
| 45 +      | 14            | 90 +                       | 6         |

### Enrollment Exceptions

| Plan           | Enrolled and Not Eligible Employees | Eligible and Not Enrolled Employees | Eligible Employees | Eligible and Enrolled Employees | Participation Rate |
|----------------|-------------------------------------|-------------------------------------|--------------------|---------------------------------|--------------------|
| Health         | 0                                   | 0                                   | 73                 | 44                              | 60 %               |
| Dental         | 0                                   | 23                                  | 90                 | 45                              | 50 %               |
| 403b Voluntary | 1                                   | 28                                  | 91                 | 48                              | 53 %               |
| 403b Base      | 0                                   | 35                                  | 89                 | 54                              | 61 %               |
| 403b Match     | 1                                   | 33                                  | 91                 | 52                              | 57 %               |
| Pension        | 1                                   | 27                                  | 76                 | 48                              | 63 %               |

**Participation %**

### Eligibility Status

### Remittance Notification

| Employer         | Payroll Frequency | Pay Period Start Date | Pay Period End Date | Check Date | Days Late | Send Reminder                       | Last Reminder Sent                | Last Reminder Date Sent |
|------------------|-------------------|-----------------------|---------------------|------------|-----------|-------------------------------------|-----------------------------------|-------------------------|
| Cloquet Location | Bi-Weekly         | 7/29/2016             | 8/11/2016           | 8/12/2016  | 20        | <input checked="" type="checkbox"/> | Late Payroll - 15 to 29 Days Late | 9/1/2016                |
| Duluth Location  | Bi-Weekly         | 7/20/2016             | 8/2/2016            | 8/6/2016   | 26        | <input checked="" type="checkbox"/> | Late Payroll - 15 to 29 Days Late | 9/1/2016                |

Send and track e-mail notifications to employers who have actionable items with a click of a button

The Employer Dashboard assists in reviewing actionable items to ensure employees' enrollments and cancellations are completed and to facilitate timely contributions

**Eligible and Not Enrolled Employees**

| Employee         | Plan      | Qualified Date | <a href="#">View</a> |
|------------------|-----------|----------------|----------------------|
| Givens, Jeremiah | 403b Base | 9/8/2015       | <a href="#">View</a> |

**Enrolled and Not Eligible Employees**

| Employee         | Plan           | Enrolled Date | <a href="#">View</a> |
|------------------|----------------|---------------|----------------------|
| Gullickson, John | 403b Match     | 7/1/2014      | <a href="#">View</a> |
| Gullickson, John | 403b Voluntary | 7/1/2014      | <a href="#">View</a> |

**Invoices that Need to be Authorized for Payment**

| Invoice Date | Created   |
|--------------|-----------|
| 1/30/2015    | 2/24/2015 |
| 2/28/2015    | 4/23/2015 |
| 3/30/2015    | 5/15/2015 |

### Message Board

| Message   | Date Created |
|---|--------------|
| <b>Benefits Update</b><br>Thank you for your prompt response to the open enrollment documentation requirements. For the remainder of 2016, changes to enrollments may only be completed for new employees or qualifying life events. 403(b) deferrals changes may be made at any time during the year by completing the deferral agreement. | 2/1/2016     |

Messages can be easily posted to quickly communicate important information to employers