

Cheri Eccles

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Sent: Thursday, September 03, 2009 2:36 PM
To: Cheri Eccles
Subject: Paylocity Newsletter

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Paylocity News



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Issue: 3rd Quarter

09/09

Message from our CEO

Steve Sarowitz



Despite the weak economy, Paylocity continues to grow. Although we are still seeing significant declines in year-over-year employment with existing clients, our sales team finished our most recent fiscal year over quota, with sales at more than double from the previous year. Our latest expansion markets include Boston and Las Vegas.

I am happy to announce that Paylocity has been named to Inc. Magazine's 2009 Inc 5000 List of America's fastest-growing privately-held companies. This marks the 5th time that Paylocity made the list and although it is an honor, I am even prouder that our client retention remains exceptionally high and that our clients are still overwhelmingly rating WebPay as easy-to-use and performing well. Our continued goal is to ensure our clients are satisfied with our technology, and to improve the functionality of WebPay and Web Time as well as our support behind them.

Additionally, Paylocity has been named one of the 101 Best Places to Work in the Chicago Area for the 5th consecutive year. In these difficult times, it has been harder for us to do everything that we would ordinarily do for our outstanding team. I am grateful that our employees have remained loyal to

Paylocity and the positive culture that we have built here. Although Paylocity, like many other businesses today, has been managing costs very tightly this year, we still have been able to help our community by adopting a local highway, cleaning local parks and participating in the Chicago Cares Serve-A-Thon.

WebPay 7.0, our most recent release, features (among other things), enhancements in FMLA tracking and benefit management, mass change ability, customizable employee templates and configurable on-line check stubs. The customizable templates can be used to streamline processes by allowing users to customize the fields that appear on each screen; thereby saving data entry time. Next year's focus will be to further enhance our HR and self-service functionalities.



How do I...?

Q. How do I run one of WebPay's 7.0 newest reports?

WebPay's standard reporting now includes some great new reporting capabilities! For example, VETS-100/100A reporting.

Should a company have contracts above threshold amounts awarded prior to and again after December 1, 2003, the company must file both VETS-100 and VETS-100A reports. Since 2009 is the first year a VETS-100A report is required to be filed, WebPay now supports the annual VETS-100/100A reporting by gathering information and producing reports.



1. Determine Hiring Locations
(Note: Headquarters is set-up as automatic default.)
2. Create Additional Locations, if necessary:
 - Navigate to Company>Company>Lookup Values
 - Select Statutory - Hiring Locations
 - In bottom section of screen,
 - Enter code for new location (example: IL)
 - Enter description (example: ILLINOIS)
 - Ensure the "Active" check box is checked
 - Select the "Add" button to save information
3. Assign Locations to Employees
 - Follow the path(s) to access the statutory screen:
 - Employees>Employee Info>Work Info
 - Employees>Human Resources>Work Info
 - Select Employee
 - Check the "Enable?" check box to enable fields

- Select a hiring location from drop down
 - Select job category for Vets100 and/or Vets100A
 - Select one or more "Covered Veteran" options
 - Click the "Save" button
4. Run Vets-100 and/or Vets-100A Report
- Navigate to Reports>Reports Library
 - Click on report name link
 - Set Filters, if necessary (example: Hiring Location)
 - Save and Run Report

Note: Along with these two standard reports, the fields are also available in Report Writer.

Employee Spotlight

Jody Jenks

Living around the world as a child of a career military man (born in Germany and having also lived in Italy, GA, CA and IL), Jody Jenks is certainly well-rounded.



A man of many talents, Jody began his Paylocity career in customer service in May, 2007, after learning about the open position from his sister-in-law Lori Sesso. Today, Jody enjoys his latest role at Paylocity, as an internal trainer team leader. "When I first started here, Amy Rich was my trainer and I thought to myself...what a cool job, says Jody. That actually started my interest in training. One of the great things about working here is that they promote employee growth, so eventually when the opportunity presented itself, I was ready and was given the opportunity to switch departments." (It is noteworthy to mention that Amy Rich remains a Paylocity employee that now works in our QA department.)

Married to wife Sara and having two kids, Ashlee and Evan, Jody accredits his family for his drive to succeed. "I like getting up everyday and sharing whatever the day brings me, says Jody. I'm a lucky guy."

When asked about his favorite thing about Paylocity, he feels compelled to explain his answer. "Our company culture is my favorite thing, and I know a lot of people say that but it's true. Paylocity is different in terms of the way they treat employees, how they are recognized and how they are thought of. I work with a good group of people and like coming in everyday."

Jody has received multiple Orppie awards for continually going above and beyond his normal job duties. Thank you Jody, for your continued hard work and efforts!

Client Spotlight

Ps20 - Practical Solutions

Business is good for Ps20 - Practical Solutions, an accounting firm specializing in bookkeeping services, located just outside of Atlanta, GA. CEO Ben Habeck says, "Our goal is to enable small business owners, churches and not-for-profit groups to focus solely on their business and leave the back-office accounting and bookkeeping tasks with us. We do everything from day-to-day back office accounting responsibilities to payroll...and we do the payroll processing through Paylocity."



Having been in business for merely two years, nearly 100% of Ps20's business has come from referrals. "We haven't done much marketing and yet somehow we've managed to become a nationwide company with nationwide employees, says Ben. Our accountants and support staff are top notch. They have all worked for major corporations and/or large accounting firms, with companies ranging from several thousand dollars a month to companies with revenues over \$9 billion a year."

When asked about their prior payroll company Ben says, "They were a nightmare to deal with. They screwed up our 2008 tax deposits so badly that we are still trying to reconcile it with them! We left them 8 months ago to come to Paylocity and I am so happy we did. The two systems are like night and day. The pre-processing register in WebPay literally cuts our processing time in half! When I toured Paylocity's headquarters with Steve Beauchamp (Paylocity President), I was really struck by how different Paylocity is compared to the other company I was using. It's such a relaxed atmosphere and people looked happy to be working there. Steve even knew everyone by name which is vastly different than my tour in Atlanta with the other guys."

It's lovely to hear Paylocity has made such a positive difference. If you would like more information on Ps20 and the services they offer, you can find them online at <http://www.ps20.net> or you can call 1.877.772.0462.

Employee Recognition now Online

Orppie Visits paylocity.com

As discussed in last quarter's issue, Paylocity's new employee recognition program provides opportunities to recognize and reward individual staff members making significant contributions to the company. Such contributions include; providing outstanding service, implementing a new cost or time-saving idea, completing a



noteworthy project or somehow contributing above-and-beyond that which is normally expected.

If you would like to nominate an employee for an Orppie, you may now do so by visiting our website www.paylocity.com and clicking on the "Nominate an Employee" button on the home page.

Recognizing and rewarding the outstanding results and contributions of our employees is yet another way Paylocity continues to strive for excellence.

Bang for your Buck (or lack thereof)

Non-Cash Incentives

This year, employees have had to work harder for the same (or in many cases less) as there are fewer resources, team members and cash to be spent in many businesses. We all have employees that have dedicated themselves to helping our business sustain through these strained economic times and while managers want to show their appreciation financially, their hands are often tied.



Surveys prove employees do not stay tied to a business for their salary. In good times, salary increases are typically 3-4% per year with a stellar employee receiving perhaps a 6% increase. If a typical employee earns 40k per year the employee will see a \$45 - \$65 dollar increase in each check, and that's before taxes. It is easy to see why this is not a big motivator for employees.

Given these factors, non-cash incentives become even more important. Public recognition can be one of the most important tools a manager has. If some sort of recognition remains unseen by employees, those feeling unappreciated are certain to look for new opportunities once the economy rebounds.

Rewards can be both formal and informal. Below is a list showcasing ideas for each. Generally speaking, employees are simply looking for a connection to their manager and to the organization. Consider writing a personal note and mailing it to their home, or sit and have a cup of coffee with them expressing your gratitude while doing so. Simple ideas can go a long way in motivating employees.

Informal

- Use of positive reinforcements
- Process oriented
- Often intangible
- Requires cultural change
- Little to no cost

Top-down, peer-to-peer and bottom-up
 Thank you message boards
 Thank you column in employee newsletter
 Recognition "Post-It" notes
 Employee photo in company newsletter
 Special committees
 Pat-on-the-back at company meeting

Formal

Use of extrinsic rewards
 Program oriented
 Highly tangible
 Low to high cost
 Gifts & certificates
 Spot awards, including concierge service
 Work/life incentives
 Service awards
 Attendance awards
 Quality awards
 Sales awards
 Titles & trappings

Most importantly, motivation and feedback must be year round activities. Managers should make it a regular part of their day/week to highlight employees and ensure that everyone on their team is acknowledged when appropriate.

Lori Kleiman, SPHR is the Practice Leader of HRadvantage. As an HR resource to many Paylocity clients, Lori and her team are available to help assess your current situation and deal with tactical HR issues. HRadvantage can be reached through the Paylocity website or you may contact Lori directly at lori.kleiman@hradv.com; 847.904.1250.

Paylocity Green Efforts Continue

Community Parks Clean-up

In our continued green efforts, the Paylocity green team and other company volunteers set out to help clean-up the parks in our community. Frontier and Happiness Parks were picked clean on July 25, 2009, followed by a company picnic for employees and their families, sponsored by the Paylocity green team at Frontier park. Fun was had by all. Thanks green team for your constant efforts in helping the environment!



Human Resource Updates

HR Alerts

New Federal Minimum Wage Posting Requirement.
Effective immediately, in line with the recent federal minimum wage rate increase to \$7.25 per hour (effective July 24, 2009), employers must post the current "Employee Rights under the FLSA...Revised July 2009" notice, popularly referred to as the Federal Minimum Wage Notice.

Mental Health Parity and Addiction Equity Act of 2008 (MHPAEA).
Effective October 3, 2009, for plan years starting on or after that date (or January 1, 2010, for calendar year plans), the MHPAEA requires private group health benefit plans, offering medical and surgical benefits, to provide on an equivalent basis mental health and/or substance use disorder benefits.

Michelle's Law.
Effective November 8, 2009, for plan years starting on or after that date (or Jan. 1, 2010, for calendar year plans), Michelle's Law extends the eligibility for group health benefit plan coverage to certain dependent children who are over the age of 18 and enrolled in an institution of higher education.

If you would like to feature your company in our "Client Spotlight" section or have any comments or questions about "Paylocity News" please feel free to reach me at ceccles@paylocity.com.

Sincerely,



Cheri Eccles
Marketing Manager
Paylocity Corporation



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