

1. STATEMENT OF WORK

This Agreement is intended to specify the responsibilities, deliverables and acceptance criteria for the services that Mentor Public Schools will perform for Richmond Heights Local School District (“Richmond Heights”). This Agreement will also specify the services to be provided during each phase of the project and detail the obligations of both parties.

2. PAYROLL SERVICE

The following is a summary of the main points of this agreement.

2.1 Assessment

Mentor Public Schools payroll staff will review Richmond Heights’ payroll process identifying all components considered to be payroll duties. This will clearly define the scope of the Richmond Heights payroll process and the desired parameters of the agreement.

2.2 Documentation

Mentor Public Schools staff with the assistance of Richmond Heights’ staff will put into writing the day to day procedures of the Richmond Heights payroll process. This will include the procedures of all staff involved in the generation of a complete payroll.

2.3 Review

Mentor Public Schools staff will compare Richmond Heights’ payroll procedures against best practices and mandatory local, state and federal requirements. Any internal control corrections or potential efficiencies identified will be documented and communicated. Mentor Public Schools staff will also confirm which components of the payroll process will be performed by Mentor Public Schools.

2.4 Training

Mentor Public Schools staff will meet periodically with Richmond Heights’ staff to provide an understanding of Richmond Heights’ payroll processing and to implement corrections or efficiencies found during the review stage.

2.5 Implementation

Mentor Public Schools staff will take over processing of the agreed upon payroll components.

3. MENTOR PUBLIC SCHOOLS RESPONSIBILITIES

The following components of the payroll process have been identified as those that Richmond Heights would like Mentor Public Schools to handle for them.

- ✓ Payroll data input.
- ✓ Maintain employee pay data.
- ✓ Maintain employee deduction data.
- ✓ Maintain employee leave data.
- ✓ Maintain employee calendar data.
- ✓ Initialize payroll generate.
- ✓ Reconcile payroll generate.
- ✓ Calculate employee earnings.
- ✓ Create payroll checks file / generate electronic pay-slips.
- ✓ Mail vendor and employee live checks
- ✓ Backup pay data.
- ✓ Update employee pay data.
- ✓ Prepare & transfer direct deposit ACH.
- ✓ Prepare and distribute deduction checks.
- ✓ Reconcile deduction checks.
- ✓ Prepare pay reports.
- ✓ Post payroll to system.
- ✓ File tax and retirement records.
- ✓ Post deductions to USAS.
- ✓ Reconcile Quarter and Year end.
- ✓ Prepare annual salary notices.

Payroll data input – Mentor Public Schools will review, confirm and enter all Richmond Heights district staff pay data assembled and provided for each pay period by Richmond Heights. This data will include all regular pay, substitutes, supplemental contracts, special negotiated agreement payouts and employee resignation or termination payoffs. Mentor Public Schools will generate the Payroll Payments Future report to verify the occurrence, cutoff and classification of entered payroll transactions.

Maintain employee pay data – Mentor Public Schools will maintain employee human resource and pay records using the Redesign USPS Employee Dashboard. This work includes the addition of new employees, implementation of negotiated agreements and preparation of annual salary notices.

Maintain employee deduction data – Mentor Public Schools will maintain employee deduction records using the Redesign USPS Employee Dashboard. This work includes the assimilation of deduction changes for federal, state, local, annuity, garnishment, health insurance, retirement, workers compensation, medicare, and direct deposit.

Maintain employee leave data – Mentor Public Schools will maintain employee deduction records using Redesign USPS and enter into Core > Leaves > Accumulations. This work includes the posting of vacation, sick, personnel and professional days. **Maintain employee calendar data** - Mentor Public Schools will maintain employee calendar data using the Redesign USPS Job Calendar.

Initialize payroll – Mentor Public Schools will generate the Redesign USPS Initialize Payroll Sequence for all active status employee records, pay groups and pay dates specified by Richmond Heights.

Reconcile payroll – To ensure the completeness and accuracy of the payroll data, Mentor Public Schools will compare totals generated from the Redesign Pay Reports and updated balancing spreadsheet totals to identify differences.

Calculate employee earnings – Mentor Public Schools will generate the Pay Amount Summary Report and the Payroll Distribution Account Detail Report determining the total employee's earning, deductions and USAS account codes charged.

Create payroll checks file/ generate electronic pay-slips – Mentor Public Schools initiates Process Check Payments within the pay run to generate printable check forms for physical paychecks.

Prepare & transfer direct deposit ACH – Mentor Public Schools will generate the ACH Submission Report reflecting the amounts to be paid via direct deposit into employees' bank accounts and to clear employees' data accumulators. This will be done at least two days before the pay date in order to assure proper transfer. Mentor Public Schools staff will print the Pay Report and, balance with the ACH amount for accuracy and completeness.

Prepare deduction checks – Mentor Public Schools will process outstanding payables to produce a report listing the deduction amounts that should be paid for the current payroll processing. Mentor Public Schools will print and send the garnishment check and electronically fund the federal, state, local, annuity, health insurance, retirement, workers compensation, and Medicare payments. Mentor Public Schools will also generate the Deduction Distribution Report

Reconcile deduction checks – Mentor Public Schools will compare the Payroll Item Detailed Report with 3rd party statements for each deduction generated to verify the occurrence, completeness and accuracy, cutoff and classification of the transactions.

Prepare pay reports – Mentor Public Schools will send the generated Item Detailed Reports for Richmond Heights to use as needed. Mentor Public Schools will also prepare data files to meet reporting requirements to various entities such as:

- Ohio Department of Job and Family Services (ODJFS)
- School Employees Retirement System (SERS)
- State Teacher's Retirement System (STRS)
- Education Management Information System (EMIS)

Post payroll to system – Mentor Public Schools will use the USPS Redesign System to post the payroll to USAS. Mentor Public Schools will review the Error Report to check for fatal errors and notify Richmond Heights of corrections to be made.

Post deductions to USAS – Mentor Public Schools will generate the Employer Distributions Report to synchronize payroll data to USAS. Richmond Heights will reconcile with third party report totals before posting. Richmond Heights will post memo checks to USAS by using File Archive in USPS Redesign.

File Tax and Retirement Records – Mentor Public Schools will complete the necessary tax and retirement filings monthly, quarterly and annually.

Reconcile quarter and year end – Mentor Public Schools will maintain an excel spreadsheet to reconcile payroll with on a per pay, quarterly and annual basis. Earning Register Report totals will be compared with Quarter Report totals for completeness and accuracy.

Prepare annual salary notices – Mentor Public Schools will prepare and provide to the Richmond Heights Treasurer's office annual salary notices as well as updated annual salary notices utilizing the information provided by Richmond Heights.

4. Richmond Heights School District Responsibilities

- ✓ Provide a payroll liaison.
- ✓ Allow access to personnel.
- ✓ Approve Payroll Data
- ✓ Provide access to systems.
- ✓ Perform other payroll requirements.
- ✓ Provide necessary annual salary notice information.

This will entail the following work;

Provide a payroll liaison – Richmond Heights will assign an employee the responsibility of being the payroll liaison. This employee will be Mentor Public Schools primary contact for payroll completion and will perform the payroll functions not being performed by Mentor Public Schools.

Allow access to personnel – Richmond Heights must provide access to personnel necessary to process payroll. This will include access to employees responsible for human resources, treasurers' staff, technology, all supervisors responsible for approving employee hours and any other areas identified as key to the process. Richmond Heights will provide a list of these key resources including: name, title, payroll responsibility, phone number(s) and e-mail addresses.

Approve payroll data – Richmond Heights will assemble, review and authorize all payroll data to be processed by Mentor Public Schools. This includes all timesheets, Kronos and Aesop schedules (if applicable).

Provide access to systems – Richmond Heights will provide access to payroll related programs and accounts as needed to process payroll. This will include district USAS Redesign, USPS Redesign, and bank accounts.

Perform other payroll requirements – Richmond Heights will perform any other payroll related work that arises from contractual obligations, Board of Education or Richmond Heights’ administrative needs, to fulfill constituent requests, complete census information, to file retirement system reporting and any other need related to payroll data outside of processing earnings.

5. Agreement Term

This agreement will begin with the processing of the first pay in July 2022 and ending June 30, 2024.

6. Costs

Richmond Heights will pay Mentor Public Schools for Fiscal Year 2022-2023 at a rate of \$1,608 per pay and Fiscal Year 2023-2024 at a rate of \$1,688 per pay. Payments to be made within fifteen days of receipt of invoice.

7. Termination Clause

This contract may be terminated by either party, without cause, upon 90 days’ written notice to the other party.

Cooper Martin

Richmond Heights Local School District
Representative Name

Representative Signature

Bill Wade

Bill Wade
Mentor Public Schools
Representative Name

[Signature]
Representative Signature

Date ____/____/____

Date 5 / 07 / 2022