



Inova HCM Proposal

www.inovapayroll.com

Prepared By:

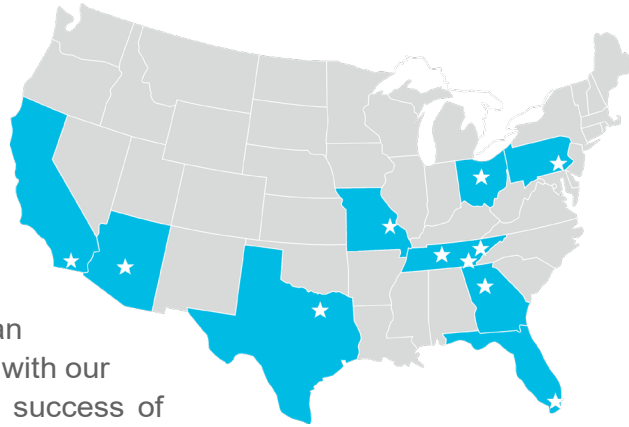
Prepared For:

Proposal Issued:

Proposal Valid Until:

About Inova

Inova Payroll LLC., founded in 2011 with headquarters in Nashville, TN, is now among the top-three privately-held, independent payroll and HR companies in the United States. Operating from 11 office locations, Inova is serving ~5,500 employers encompassing 210,000+ active employees spread over all 50 states and Puerto Rico. Our mission as an organization is to build strong relationships with our clients and partners and contribute to the success of employers across the United States.



The company helps employers expertly manage their payroll and HR processes. As the largest UKG Ready partner, Inova offers human capital management solutions for small-to-mid-sized companies looking for a single solution for applicant tracking, onboarding, time and attendance, payroll and tax, HR and benefits, performance management, learning management and compliance. Inova also has an outsourced HR consulting team to provide a variety of additional HR-specific services.

We take a consultative, win-win approach to finding the right technology and service blend for payroll/HR professionals and their employees. Building lasting client and partner relationships is our hallmark. A five-time Inc. 5000 company, Inova Payroll is nationally recognized for exceptional customer support and service with numerous badges on G2.com for easiest set-up and best support, and multi-year Stevie Award wins for customer service. Our clients have rated us among the best in the industry with a net promoter score of 63, which is double the average score of 34 for the national providers.



I founded Inova Payroll in 2011 because I saw a huge void in the marketplace for innovation, value, and, above all, high-touch customer service

Farsheed Ferdowsi
Founder & CEO, Inova Payroll



Inova HCM

One Solution to Manage Your Entire Employee Lifecycle

Inova provides a comprehensive suite of human capital management (HCM) solutions to employers nationwide while maintaining an individualized, high-touch service standard. Through innovative technology and exceptional support, we provide our clients all the tools they need to positively engage with their employees, whether through an accurate and timely paycheck, a stress-free benefits enrollment, performance reviews or streamlined management of their paid time off.



- Integrated Recruitment, HR, Benefits, Time & Attendance & Payroll Modules
- Fast & flexible intelligent search facility
- Drill-down employee browse
- Full history and audit tracking
- Integrated Employee Self-Service and Recruitment Self-Service
- Graphical payroll trend reporting
- Report output to true ASCII, HTML, EXCEL, XML, PDF, & screen & printer format
- Security Profiles with unlimited access levels
- Gross to net calculations-as-You-Go: no pre-processing needed
- Comprehensive hypertext-linked online help
- Integrated email notifications
- Notes/document management
- Robust Reporting with easy-to-use Report Writer
- Quick Payroll - easy links on navigation bar
- Hosted SQL Server database engine with API's
- User-created screens/fields
- Robust tools that minimize support overhead
- Customizable fields, business rules & formulas
- Multi-layered security for report, screen, menu, table, column & row
- Data browse capability with security
- Configurable Workflow to automate multiple HR actions
- User-defined report headers including logo on payment forms

HR Module

Complete Human Capital Management from Hire to Retire

Talent Acquisition

- ◆ Internal & external job requisitions
- ◆ Free and/or premium job board integration*
- ◆ Social media integration
- ◆ Configurable online applications
- ◆ Candidate self-service
- ◆ Prescreening questions
- ◆ Customizable knockout questions
- ◆ Resume parsing
- ◆ Applicant & interview notifications & tracking

Attendance Management

- ◆ Time off requests & approvals
- ◆ Attendance tracking

Asset management

- ◆ Company property management
- ◆ Vehicle management
- ◆ Insurance & warranty-related contracts

Onboarding

- ◆ New hire checklist/welcome/workflow
- ◆ Personal information
- ◆ I-9 submission/signoff/E-Verify*
- ◆ W-4 election/submission
- ◆ Employee self-service: benefits overview & enrollment
- ◆ Property allocation
- ◆ HR document & forms creator

Offboarding

- ◆ Termination details/history/checklist
- ◆ Exit interview
- ◆ Notifications of termination
- ◆ COBRA elections/refusals

HR Resources

- ◆ Document storage & retrieval tracking
- ◆ Employee self-service
- ◆ Organizational charts
- ◆ Company events & news
- ◆ HR documents & forms creator (custom forms)

Benefits Administration

- ◆ Employee self-enrollment
- ◆ Defined benefits eligibility
- ◆ Benefits-driven payroll deductions
- ◆ Effective date benefit plans
- ◆ Evidence of insurability
- ◆ Carrier connections & forms through Everything Benefits

Position Management

- ◆ Position creation/import
- ◆ Position budget setup
- ◆ Position assignments & hierarchy charts
- ◆ Integrated budget versus actual tracking
- ◆ Position audit reports
- ◆ Set defaults at the position or job level
- ◆ Training, certification & credential tracking

Compliance & Reporting

- ◆ More than 150 standard reports with exports to multiple formats – excel, PDF, etc.
- ◆ Notifications regarding date expirations
- ◆ EEO, OSHA & Vets 100 reporting
- ◆ Workers' compensation injuries/claims mgmt.

**Requires additional modules*



Payroll Module

Deliver the Perfect Paycheck on Time, Every Time

Payroll Process

- ◆ Built-in test environments
- ◆ Calculations as you go
- ◆ Payroll prep checklist & quick links
- ◆ Correction delta process for easy recalculation of edits
- ◆ Custom batch payroll entry screen
- ◆ Direct deposits
- ◆ Gross to net
- ◆ Pay stub printing & distribution
- ◆ Payroll alerts
- ◆ Payroll batches by pay frequency
- ◆ Real-time payroll processing
- ◆ Reconciliation pay statement
- ◆ Multiple payroll processing
- ◆ Garnishment deduction wizard

Payroll Services

- ◆ Check printing & distribution
- ◆ Employee direct deposit
- ◆ Tax filing/deposits
- ◆ Tax filing/payment
- ◆ Garnishment disbursement

Payroll Reporting

- ◆ Change history reporting
- ◆ Consolidated reporting across Tax IDs
- ◆ Cross-year reporting
- ◆ Date-driven reporting across all years
- ◆ Integrated report writer
- ◆ Data visualization & dashboarding capabilities
- ◆ Reports sent by email
- ◆ Standard report library
- ◆ 401(k) retirement plan reporting
- ◆ New hire reporting

Platform & Security

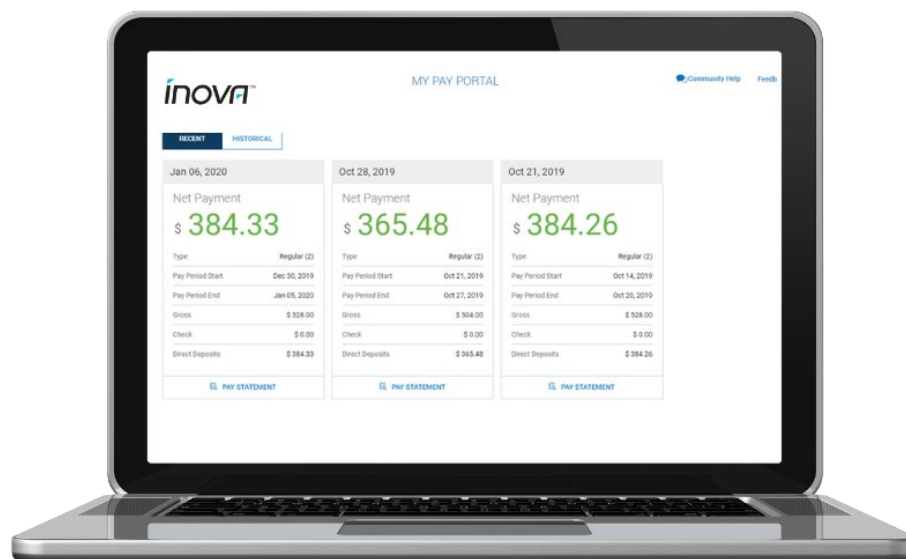
- ◆ Profile-based functionality security
- ◆ Unlimited users with security
- ◆ Automated event notifications
- ◆ Third-party software interfaces
- ◆ Unlimited data storage

General Ledger/Year End

- ◆ Automated reciprocity tax withholding
- ◆ General ledger processing
- ◆ Year-end processing

Payroll Setup

- ◆ Geospatial tax identification
- ◆ Labor distribution & cost center tracking
- ◆ Multi-EIN support



Accruals Module

Flexible, Accurate and Efficient Time Off Management

Accrual Settings

- ◆ System-maintained values: balances created automatically
- ◆ User-maintained values: manual updates by SA
- ◆ Imported values
- ◆ Tenure changes
- ◆ Maximum accrued amount (per accrual year)
- ◆ Maximum running balance
- ◆ Balance move
- ◆ Utilization
- ◆ Accrual day: first or last day of month
- ◆ New-hire accruals
- ◆ Sick time compliance
- ◆ Waiting period schedule
- ◆ Processing accruals: amount & frequency accruals are calculated
- ◆ Accrual termination

Benefit Accrual Policies –

Determines rate at which an employee accrues benefit time

- ◆ Default – applied to all new employees added in system
- ◆ Tenure
- ◆ Hours worked
- ◆ Waiting period
- ◆ Carryover settings

Accrual Management

- ◆ Modify accrual balances
- ◆ Zero out accrual balances
- ◆ Import accrual balances
- ◆ Modify employee hours taken
- ◆ Test accruals

Notifications

- ◆ Negative balances
- ◆ End of a waiting period

Employee self-service

- ◆ View accrual balances
- ◆ Request time off – automatically updates accrual balances*
- ◆ Time off balance report

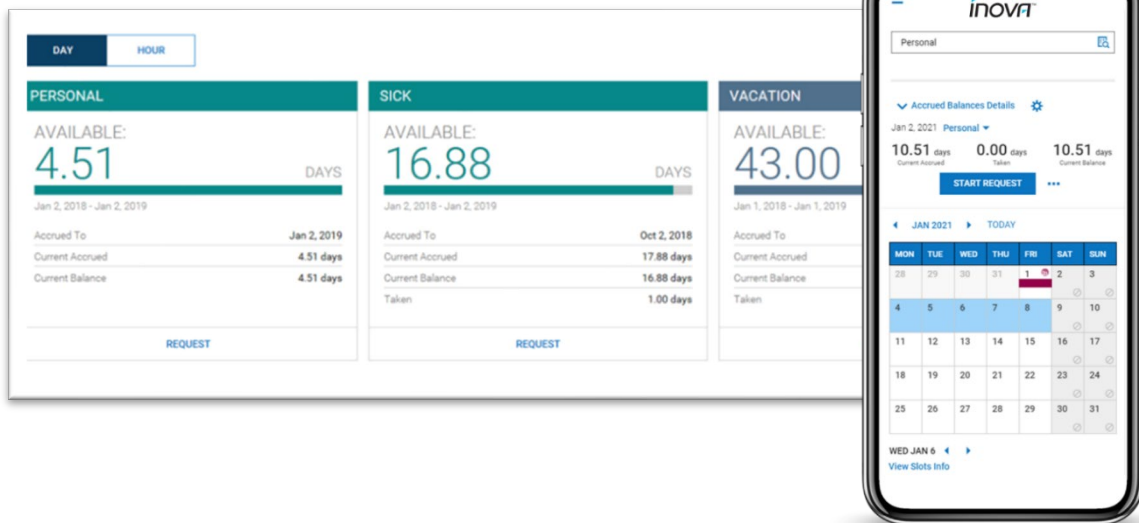
Mobile

- ◆ View accrual balances
- ◆ Request & Approve time off*
- ◆ Accruals reports, visualizations & dashboards
- ◆ View time off history
- ◆ View open absences*

Payroll

- ◆ Calculate accruals in payroll based on hours worked
- ◆ Display accrual balance on pay statement

**Requires Time & Labor Module*



Time & Labor Management Module

Automate Tedious, Routine TLM Tasks, and Ensure Greater Compliance

Labor Management

- ◆ Employee/Manager self service
- ◆ Import/export utility
- ◆ Exception handling
- ◆ Document storage
- ◆ Attendance trends
- ◆ Temporary manager (backup) assignment
- ◆ Itemized expense tracking
- ◆ Employee self-service time off request tool & manager approval workflow
- ◆ Time-off planning
- ◆ Absence tracking
- ◆ Accruals

Scheduling

- ◆ Daily, weekly or configurable recurring patterns
- ◆ On the fly entries/edits for day-to-day changes
- ◆ Dynamic time off durations based on scheduled hours
- ◆ Assign employees to schedules or schedules to employees
- ◆ View schedule, location, department, job, etc.

Data Collection

- ◆ Ethernet-based clocks
- ◆ Mag stripe, proximity & bar code badges
- ◆ Biometric verification & identification
- ◆ Remote hardware management

Pay Rules

- ◆ Location
- ◆ Cost center (virtually unlimited with optional Parent/Child Relationships with up to 10 levels each)
- ◆ Shift differentials
- ◆ Pay rule priority
- ◆ Auto populated holidays
- ◆ Multiple pay periods (weekly, monthly, etc.)
- ◆ Time zones
- ◆ Nonstandard pay periods
- ◆ Employee contract-based pay rules
- ◆ Automatic deductions (breaks, meals, etc.)
- ◆ Annualization tracking
- ◆ Flat pay
- ◆ Extra time & guaranteed minimum time
- ◆ Grace & rounding

Rate Tracking

- ◆ Job costing
- ◆ Pay categories (direct, indirect, etc.)
- ◆ Multipliers, special rates
- ◆ Effective dating
- ◆ Counter value calculations
- ◆ Piece rate quantity tracking (units, miles, rate req etc.)

Email Notifications

- ◆ Standard time off/timesheet request, rejection & approval
- ◆ Exception & point notifications
- ◆ Company-wide announcements
- ◆ Time off requests and approvals

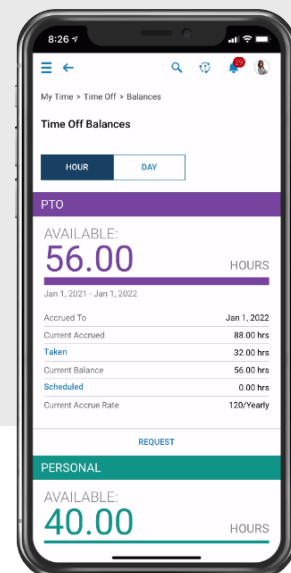
Reports

- ◆ 50+ built-in standard reports
- ◆ Custom/ ad hoc reports
- ◆ Data visualization & dashboarding capability
- ◆ Ability to export to 5 formats (CSV, Excel, PDF, HTML, XML, Google Sheets*)
- ◆ Saving & sharing reports with quick link access
- ◆ Exception reporting
- ◆ Time off calendar & roster
- ◆ Dynamic drill-down capability
- ◆ Security profile settings for defining access
- ◆ CMS/PBJ submission

Security

- ◆ Permanent, detailed audit trail
- ◆ IP address and/or punch restriction
- ◆ Application manager/user access profiles
- ◆ RSA login authentication
- ◆ Single sign on (SSO)
- ◆ User/manager configurable user interface
- ◆ Virtual code authentication

Punch in/out, view and manage overtime requests and more with our Mobile App!



Leave Management Module

Minimize compliance risk and support your team with accurate and accessible leave options

Request Management

- ◆ Leave of absence requests
- ◆ Approval of requests
- ◆ Rejections of requests
- ◆ Management of requests
- ◆ Modify balances
- ◆ Modification of balances – employee self-service
- ◆ Leave of absence workflow - customizable configuration
- ◆ Qualifier questionnaire

Views

- ◆ View history
- ◆ View balances
- ◆ Leave of absence calendar
- ◆ Entitlement based on leave profile
- ◆ Global entitlement report – employee entitlement amount, what has been taken, balance, type of leave, entitlement as of date, taken as of date
- ◆ Ad hoc reports

Prerequisites: Requires Accruals Module with Timekeeping



Request & approve leave of absence requests on the **Mobile App!**

Manager Tools

- ◆ View leave requests/cases for any employee
- ◆ Add new case
- ◆ Close existing case

Compliance

- ◆ Continuous & intermittent leave tracking
- ◆ Automated tracking of leave eligibility, including the hours worked eligibility criteria rule, type & duration
- ◆ Automated notifications
- ◆ Department of Labor forms

Leave Administration

- ◆ Leave profile configuration
- ◆ Append HR documents directly to an employee's case record
- ◆ Permissions – determine what functionality employees or managers have
- ◆ Department of Labor forms

Advanced Scheduler Module

Make better, more intelligent workload and staffing decisions

Build

- ◆ Workload planning* - automatically generate shifts based on imported business data
- ◆ Optimized schedule generation
- ◆ Budget & workload definition
- ◆ Shift & schedule definition
- ◆ Schedule rule & constraints definition
- ◆ Manual schedule planning & editing
- ◆ Schedule pattern templates

Fill

- ◆ View history
- ◆ Schedule groups or individuals
- ◆ Schedule to skill & proficiency
- ◆ Open shift visibility
- ◆ Automatic shift assignment
- ◆ Drag & drop fill
- ◆ Color-coded availability

Manage

- ◆ Schedule change alerts & notifications
- ◆ Skill tracking
- ◆ Credential & certification tracking*
- ◆ Staff management drag & drop shift transfer
- ◆ Call list
- ◆ Employee availability & preference
- ◆ Fatigue management
- ◆ Open shift management – automatically displays available employees who meet shift criteria
- ◆ Employee self-service: request coverage, shift swap & request open shift
- ◆ Timesheet sync** - ensure schedules are posted to employees' timesheets

Measure

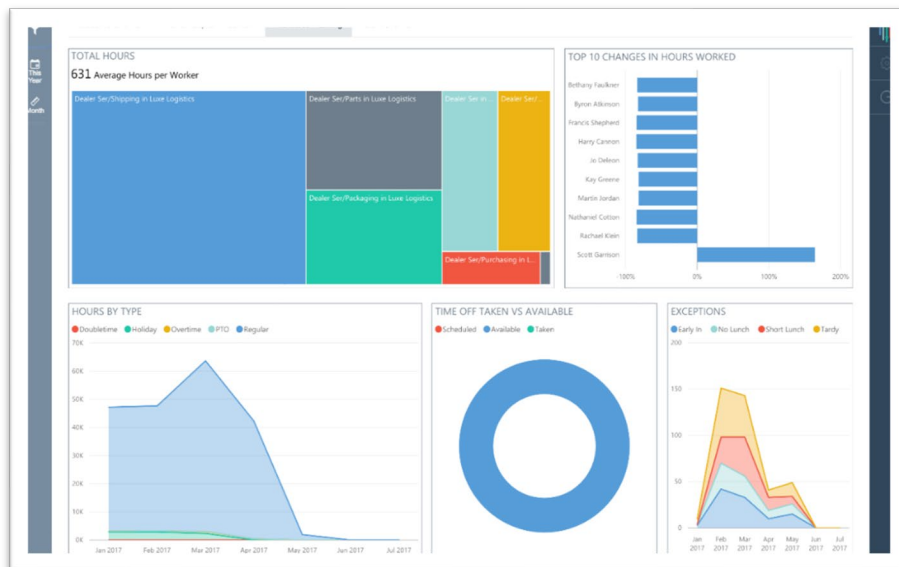
- ◆ Reporting
- ◆ Coverage graphs & metrics
- ◆ Detailed audit trails
- ◆ Planned-to-actual schedule metrics
- ◆ Data visualization & dashboarding capabilities

Notifications

- ◆ Schedule changes
- ◆ Shift swap requests
- ◆ Coverage requests
- ◆ Open shifts posted
- ◆ Open shifts requested

*Add-on functionality required
 **Applicable only w/ Timekeeping Module

Schedule the right employee at the right place using our Mobile App



Performance Management Module

Elevate and Grow Your Team with Clear, Measurable Goals

*Note: HR Module required

Manage

- ◆ Performance development (continuous feedback & goals tracking)
- ◆ Configurable performance appraisals
- ◆ Definition & measurement of competencies, goals & core values
- ◆ Prior & current performance reporting
- ◆ Employee self-assessment
- ◆ Multiple manager assessment
- ◆ Workflow review

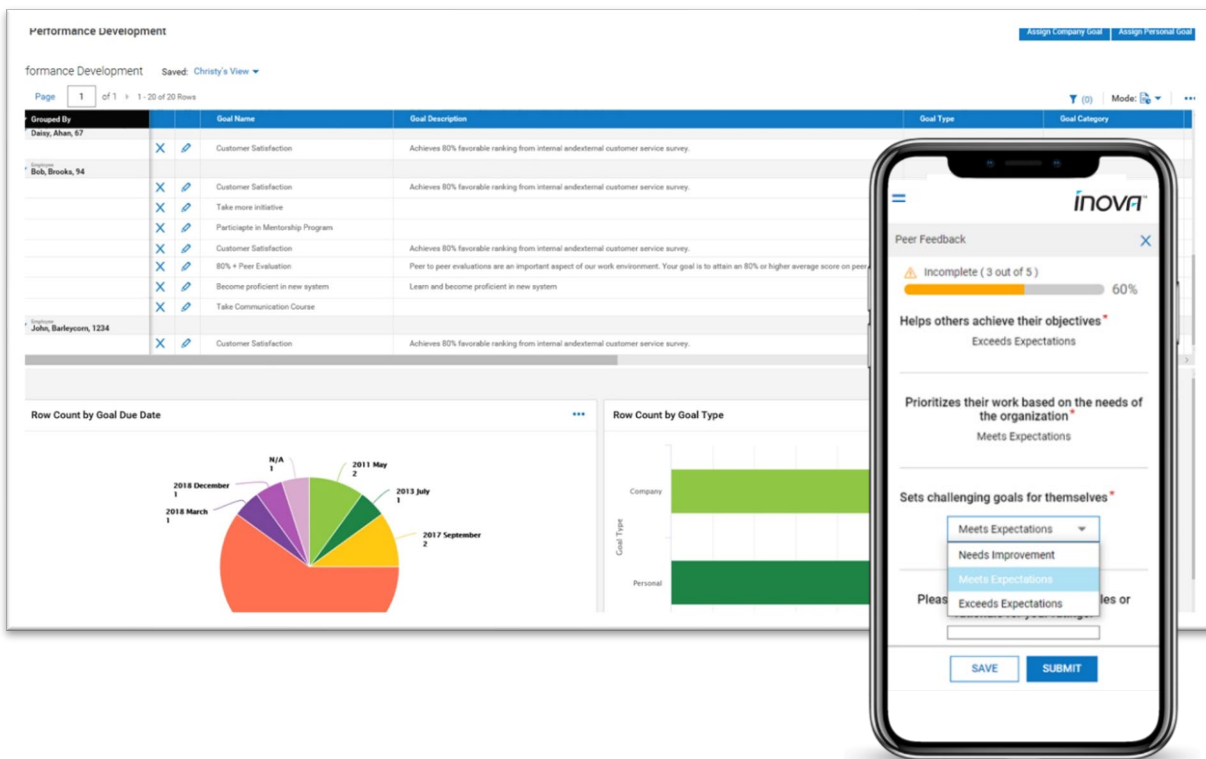
Achieve

- ◆ Engage your workforce & create a positive corporate culture
- ◆ Retain high-performing employees
- ◆ Assess, coach & recognize employees for their achievements

Succession Planning

- ◆ Identify & develop top talent
- ◆ Interactive charts & graphs
- ◆ Build & maintain talent pools
- ◆ Engage & retain employees
- ◆ View data by metric or employee
- ◆ Visible employee performance & potential

Align your entire organization for success!



Employee Engagement

Create an Empowering Employee Experience from Day One

Company Hub

- ◆ Announcements, training links, documents, and resources
- ◆ Share staff accomplishments
- ◆ Single locations for all most up-to-date organization information
- ◆ Interactive videos and graphics
- ◆ Reinforce culture and brand

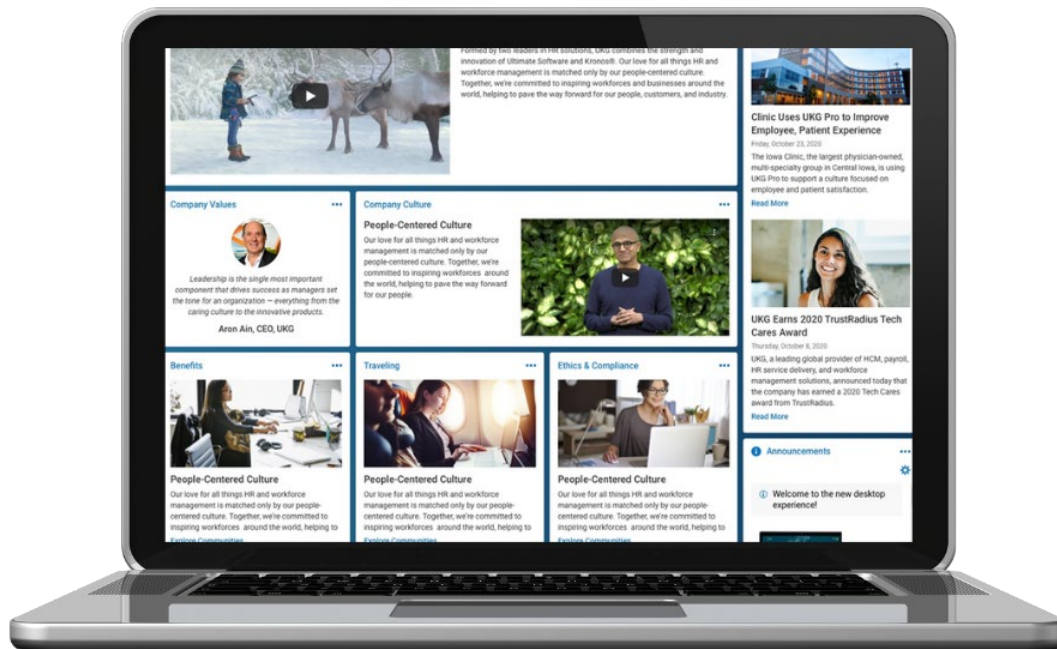
Pre-Hire Onboarding

- ◆ Quick hire to get new employees up and running sooner
- ◆ Customize checklist with your specific documents
- ◆ Easy wizard to walk employees through process
- ◆ Enhanced onboarding compliance

Surveys

- ◆ Quick flight risk assessments to recognize people most likely to leave
- ◆ Understand how employees feel about activities and company initiatives
- ◆ Development benchmarks for performance

Inova Company Hub



Talent Acquisition Module

Attract, Recruit, Engage and Retain Top Talent

*Note: HR Module required

Key Benefits

- ◆ Friendly user interface
- ◆ Applicant pre-screening tools: screen candidates who do not meet minimum qualifications
- ◆ Track applicant recruiting progress
- ◆ Resume analyzing tools pull key data including relevant skills, work history & educational background
- ◆ Candidates can auto-populate applications from LinkedIn account
- ◆ Candidates can search, view & apply for open positions directly from their mobile device
- ◆ Ability to create applicant profile for easy reapply of candidates

- ◆ Candidate pooling enables sharing applicants across locations
- ◆ Send automatic & on-demand emails using templates
- ◆ Interview tracking
- ◆ Customize applicant questions
- ◆ Post jobs on any career site
- ◆ Send automated notification to candidates to confirm receipt of their online application
- ◆ Applicant information transfers directly to New Hire Record upon hire
- ◆ Upload both resumes & photos
- ◆ Create/clone job requisitions

Easy Backgrounds*

- ◆ Address history
- ◆ SSN trace
- ◆ County, statewide, federal, national & international criminal record search
- ◆ Nationwide sex offender records
- ◆ National security & government sanctions
- ◆ Employment verification
- ◆ Education verification
- ◆ Professional references
- ◆ Professional license verification
- ◆ Driving history
- ◆ Nationwide bankruptcy search
- ◆ Drug screening & substance abuse
- ◆ News/media search
- ◆ Workers' compensation claims

*Requires additional module



ACA Compliance Module

Easy and Automated Year-Round ACA Compliance Management

Note: Payroll module required

Measurement Periods

- ◆ Initial & standard measurement configuration: measurement, administration & stability periods

Compliance Alerts

- ◆ Minimum value or Affordable plan offered

Notifications

- ◆ ACA benefits enrollment
- ◆ ACA predicted status change
- ◆ ACA status change
- ◆ Current benefit plan

IRS Forms

- ◆ 1094-C
- ◆ 1095-C
- ◆ Employee self-service view of the 1095-C form
- ◆ Mass population of 1095-C forms
- ◆ Mass editing of form fields

Reports

- ◆ Employee ACA status
- ◆ ACA data detail
- ◆ ACA data summary
- ◆ Ad hoc reports
- ◆ Imports – pull ACA timeline information into system
- ◆ Data visualization & dashboarding capabilities
- ◆ Form 1094-C employee count: drill down into the numbers reported on Form 1094-C Part III
- ◆ ACA account status change history

Year-End Processing

- ◆ Year-end process checklist
- ◆ Final forms
- ◆ Forms delivery: electronic & hard copy to employees
- ◆ Format forms to file: AIR submission (e-filing) or paper
- ◆ Break-in service rule support
- ◆ Corrections: AIR correction & replacement formats supported

Calculations/Profile Rules

- ◆ Future possible downgrade to part-time
- ◆ Future possible upgrade to full-time
- ◆ Monthly hours from payroll* from timesheets*
- ◆ ACA status
- ◆ ACA profile effective date
- ◆ Support for non-variable hour EE waiting period
- ◆ Benefit profile configuration
- ◆ COBRA tracking

Included Widgets

- ◆ ACA Timeline Widget
- ◆ ACA Timeline Exceptions Widget
- ◆ ACA Summary Widget
- ◆ ACA Compliance Overview Widget
- ◆ ACA Employee Status History Widget

The screenshot displays the Inovo Payroll ACA Compliance Module interface. The main window is titled "Edit Employee" for Bob Brooks (54). The interface is divided into several sections:

- ACA Timeline:** A table showing ACA data for months from August 2017 to February 2018. The table includes columns for Hours, Month Status, ACA Status, and various measurement periods (Initial, Standard, Affordable Plan, Minimum Value Plan, Compliance Alert, Approaching ACA FT, Possible Downgrade, and 1095-C Line 14 Codes).
- ACA Timeline Exceptions:** A section for managing exceptions, including "CALCULATED MONTHLY HOURS" and "FREEZE AFFORDABLE PLAN OFFERED AND MINIMUM VALUE PLAN".
- ACA Summary:** A summary table for February 2018, showing current ACA status, measurement period end date, average hours per month, and compliance alerts.

ACA Timeline	AUG '17	SEP '17	OCT '17	NOV '17	DEC '17	JAN '18	FEB '18
Hours	117.00	76.75	120.00	166.00	194.50	125.25	30.00
Month Status	PT	PT	PT	FT	FT	PT	PT
ACA Status	PT	PT	PT	FT	FT	PT	PT
Waiting Period Month							
Initial Measurement Month							
Initial Administrative Month							
Initial Stability Month							
Standard Measurement Month	4	5	6	1	2	3	4
Standard Administrative Month							
Standard Stability Month	2	3	4	5	6	1	2
Affordable Plan Offered	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Minimum Value Plan Offered	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Compliance Alert	No	No	No	No	No	No	No
Approaching ACA FT						Yes	
Possible Downgrade				Yes	Yes		
1095-C Line 14 Codes (Series 1)	18	18	18	18	18		

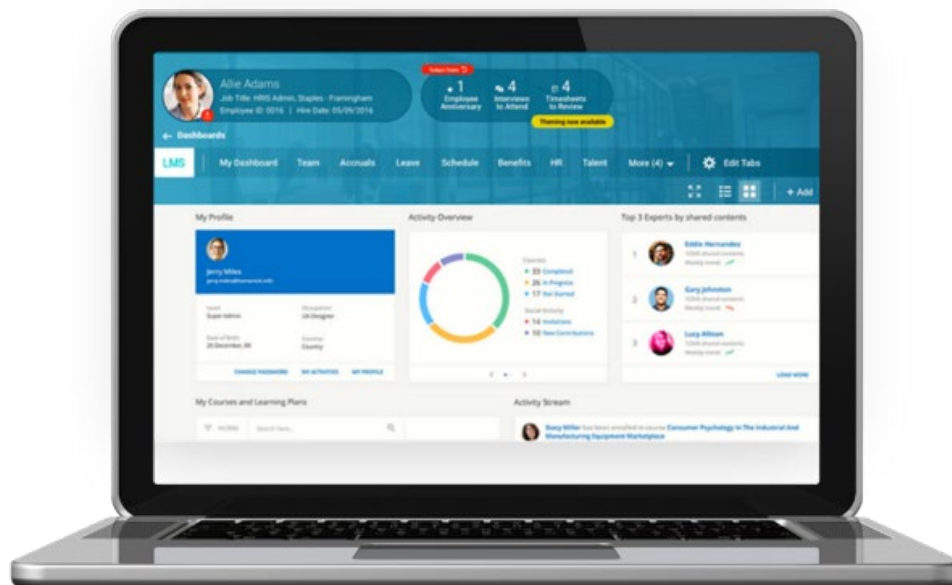
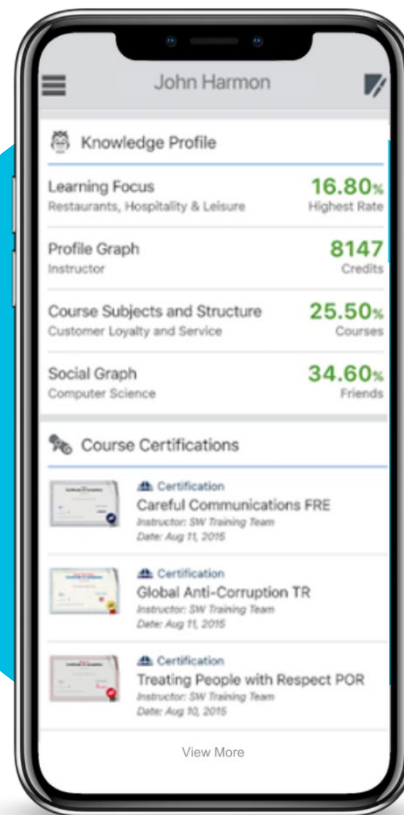
ACA Summary	
FEB '18	
Current ACA Status	N/A
Current Measurement Period End Date	April 2018
Current Measurement Period Average Hours Per Month	161
Proposed Change in Status	No Change
Current Benefit Plan	Dental - Dental EE - Family / Cigna PPO - Cigna PPO Family
Waived Benefit Plan	-
Compliance Alert	No

Learning Management Module

Ensure Your Top Talent Stays on Top of Their Game

Key Services

- ◆ Drag & drop course & curricula creation
- ◆ Store, curate & share any type of content
- ◆ Ability to upload content from any source or leverage built-in content marketplace
- ◆ Course recommendation engine
- ◆ Automated exams & grading
- ◆ Groups and discussion boards
- ◆ Company & group news feeds
- ◆ Peer achievements & badges
- ◆ Gamification & leaderboards
- ◆ Automated reminders & notifications to ensure employees are completing assigned learning
- ◆ KPI tracking & performance level benchmarks
- ◆ Real-time insights into employee course completion & learning progress



Integrations

Critical Integrations with Best-in-Class Software to Streamline Reporting, Improve Accuracy, and Eliminate Extra Work

Featured Integrations



Inova and Aspire have partnered to offer a turnkey yet highly customizable end-to-end payroll and HR solution for field service companies. This unified solution is integrated with the Aspire platform to reduce time spent administering HR and payroll.



Working closely with M3, we created an offering tailored to the unique requirements of hotels and hotel management companies. The Inova HCM API integration with M3 Accounting Core and Time Management can save hours of data entry and import/export time across properties.



Through our Sage partnership, Inova offers a time-saving integration of best-in-class payroll and financial software made for HR and accounting pros to ensure labor costs, time entries, and expenses are tracked exactly where you need them in Sage Intacct.



Inova and Acumatica have partnered to offer a time-saving integration of industry-leading payroll and financial software that streamlines payroll journal posting to Acumatica via automatic or push-button API.

Accounting & Finance

- ◆ Experian
- ◆ HireCredit
- ◆ M3 Accounting Core
- ◆ National Tax Credit
- ◆ Origami Risk
- ◆ Sage Intacct
- ◆ Acumatica
- ◆ Quickbooks desktop and QBO
- ◆ Xero

Benefits

- ◆ Allstate Identity Protection
- ◆ BenefitFirst
- ◆ Bswift
- ◆ ComPsych
- ◆ Empower
- ◆ Further
- ◆ PlanSource
- ◆ StreamlineVerify
- ◆ Total Administrative Services Corporation (TASC)
- ◆ Wex Health
- ◆ And all major carriers

Early Wage Access

- ◆ Instant Pay
- ◆ Rain
- ◆ ZayZoon
- ◆ Spentra

Hiring & HR

- ◆ ApplicantPro
- ◆ Attendance on Demand
- ◆ Bonusly
- ◆ Efficient Hire
- ◆ Epicor HCM
- ◆ Equifax
- ◆ goHappy
- ◆ Greenhouse
- ◆ Homebase
- ◆ Indeed
- ◆ M3 Labor Management
- ◆ Payscale Payfactors
- ◆ Relias Learning
- ◆ Snap Schedule
- ◆ SwipeClock
- ◆ TalentLMS
- ◆ Talent Reef

Industry-Focused

- ◆ Aspire, a ServiceTitan Company
- ◆ M3 Accounting Core
- ◆ M3 Labor Management
- ◆ QSR

Retirement

- ◆ Alerus Financial
- ◆ Ascensus
- ◆ ePlan
- ◆ ErisaConsultants
- ◆ John Hancock
- ◆ PenServ
- ◆ Principal
- ◆ Prudential
- ◆ QSR
- ◆ And many others

Workers Comp Insurance

(pay-as-you-go)

- ◆ ECOMP
- ◆ InsurePay (Split Limit Studios/Trupay)
- ◆ Smartpay
- ◆ AP Intego

Implementation Process

Successful Onboarding Results in Stronger, Long-term Relationships

At Inova, we take great pride in creating an individual project plan for each new client to map out a successful journey, ensure open communication and foster positive relationships. Setting proper expectations is key.

Project Approach

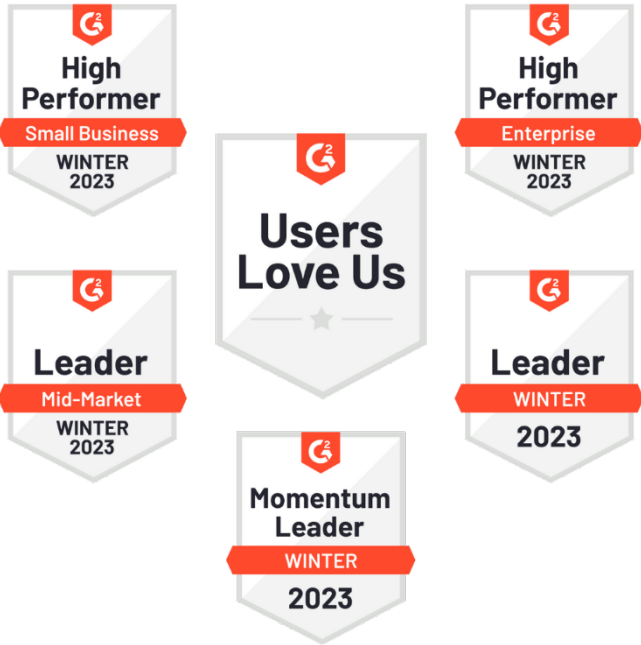


Our Service Promise

Service That’s Immediate, Personal, Effective and Memorable

Our remarkable people are committed to building a strong relationship with you while exceeding your expectations. When you’re happy, we’re happy. It’s that simple. The Inova Difference is evidenced with our high ratings on G2 and nothing pleases us more than being recognized with the “Users Love Us” badge.

With a steadfast focus on timely, personal and effective support, we provide the level of service that today’s employers are often promised, but rarely receive. Inova was founded on a commitment to deliver a higher level of service. It’s why we’re here. Attentive, responsive, knowledgeable, friendly and top-notch are words our clients have used to describe our service. That’s because we see every payroll and every touchpoint as a chance for us to delight our clients. And delight is our service promise.



Client services has been incredible since day one. I think it’s only gotten better, if that was possible.

Elizabeth Chrisman
Head of HR, Sperber Landscape Companies





Price Proposal

Exhibit D Follows



California Connections Academy

Richard Savage
 Executive Director
 33272 Valle Road
 San Juan Capistrano CA 92675
 ssavage@calca.connectionsacademy.org

Quote ID: 0623-5997

Charter Impact
 Quote Date: 06/14/23
 Valid Until: 09/15/23
 Sales Rep: Bradley Moon
 Phone: 909-568-2836
 bmoon@inovapayroll.com

Monthly Fees	Qty.	Selected	Unit Price	Estimated \$	Annualized
Payroll + Time PEPM	400	YES	\$8.25	\$3,300.00	\$39,600.00

Includes:

- Labor Management Module
- Employee & Manager Self Service
- Accruals
- Attestation
- Basic Scheduling
- Reporting
- Pay Rules & Rate Tracking
- Payroll Processing
- New Hire Reporting
- Direct Deposit/ACH
- Accruals
- Federal & State Tax Service
- General Ledger Download & Mapping
- Workers Comp Calculations
- Employee Self Service / Mobile App
- Retirement Integration with CI's Preferred Provider
- Standard Reports
- Custom Report Creation Capability
- Year End & 1099 Tax Filing Services*
- * Does Not Include Forms W-2, 1095 & 1099
- ACA Monthly Compliance Measurement/Alerts
- Onsite Check Printing Includes Check Stock

Human Resources (HRIS)	400	YES	\$4.00	\$1,600.00	\$19,200.00
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Includes:

- Recruiting/Applicant Tracking
- Electronic Employee Onboarding
- Asset Management
- Electronic Employee Offboarding
- Performance Management
- Training & Certifications Management
- Compensation Management
- Incident Tracking
- Benefit Administration
- Position Management
- Compliance & Reporting
- ACA Monthly Compliance Alerts

Benefit Carrier Connections	400	YES	\$1.00	\$400.00	\$4,800.00
COBRA Administration	400	YES	\$1.00	\$400.00	\$4,800.00
People Insights - Lite	400	YES	\$0.60	\$240.00	\$2,880.00
401k Integration - EB - 180°	400	YES	\$0.60	\$240.00	\$2,880.00

Total Monthly Fees \$6,180.00

Annualized Total \$74,160.00

End of Year Fees	Qty.	Selected	Unit Price	Estimated \$	Annualized
W2/1099 Forms	500	YES	\$6.95	\$3,475.00	\$3,475.00
1095 Forms	500	YES	\$6.95	\$3,475.00	\$3,475.00

Total End of Year Fees \$6,950.00

Annualized Total \$6,950.00

One-Time Implementation/Training/Data Conversion Fee(s)	Hrs	Selected	Unit Price	Estimated \$	Annualized
Benefit Carrier Connections Setup	1	YES	\$650.00	\$650.00	
COBRA Administration		YES	\$650.00	\$650.00	
Recruiting/ATS Implementation	0.3	YES	\$135.00	\$675.00	

Includes:

- Client will have the choice to do as much self-setup as they desire to reduce cost
- Should project exceed budgeted hours your HR Implementation Resource will update you.
- Project hours beyond budget are billed at \$135 per hour

401k Integration - EB - 180°		YES	\$650.00	\$650.00	
E-Verify		YES	\$75.00	\$75.00	
Payroll + Time Implementation				\$5,940.00	
HR Enterprise Implementation	43			\$5,760.00	

- Estimated based on a percentage of the service category monthly fee.
- Hourly rate of \$135 per hour is used to determine the projected hours.
- Total hours used may be more or less than projected scope.
- Inova's implementation team will work with you to prioritize deployment objectives and timing.
- Each client may elect to self-implement many features to reduce project hours.

\$14,400.00

Implementation fees are based on historical experience in setting up and training on each service. Final implementation fees may vary due to scope and changes. Any additional hours required beyond what is included will be quoted and billed upon client approval.

Total Estimated Fees	Estimated Annual Per Year	\$81,110.00
	One-Time Implementation	\$14,400.00

Client Signature (Sign & Date)