Mention you are a Foursquare church and set up fees are waived.

Full-Service Payroll

Our flagship payroll service offers you the peace of mind that one of our knowledgeable team members is overseeing and processing your payroll. Unlike our self-service payroll models, and a majority of the software driven payroll providers, this level of service pairs not only an excellent software experience but also first class, hands on customer service. Rest easy knowing that once you have submitted your payroll information, we are taking care of the rest.

Primary differences from Self-Service Payroll indicated by bold lettering.

Payroll Features

- ChurchShield's Clergy Expertise
- Client Setup by Our Team
- Administrator Access for Online Onboarding and Changes[1]
- **Payroll Processing Handled by the ChurchShield Team**
- **2- and 3-Day Processing Windows[2]**

- Direct Deposit and Live Checks[3]
- Online Employee Access to Pay Stubs, W-2's and 1099's
- Simple and Advanced Timeclock Options
- **All Changes Reviewed and Approved by the ChurchShield Team**
- **Payroll Processing Notifications**

Tax Filing Services

- Tax Withholding, Payment and Filing for Federal, State and Local Taxes

- Year End W2 and 1099 Preparation

[1]At the full service level of payroll, while online onboarding and changes is to the default method of submitting information, alternative arrangements will be considered upon request.

[2]In an effort to guard against the rise in social engineering fraud, the default processing window for Full-Service Payroll will be 3 days prior to the pay date. Clients carrying the appropriate crime and fraud insurance can adjust this window to 2 days. Rush options available to established clients.

[3]Manual checks paid outside of a client's regular payroll schedule will be required to be added to next scheduled payroll processing or run as an additional payroll and will incur a processing fee.

Self-Service Payroll

Our Self-Service Payroll offers our clients who are comfortable controlling their own payroll start to finish a processing option at a lower cost model than our Full-Service Payroll. Once our setup team has assisted you with the onboarding process and you are familiar with our payroll system, you will be free to process your own payroll, on your selected timeline. Unlike many other self-service payroll services, we still take care of the tax payments and filings with the appropriate taxing authorities, leaving you responsible to just make sure your team gets paid.   As always, our payroll professionals are here to support you and the church, should you have any questions.

Payroll Features

- ➢ ChurchShield's Clergy Expertise
- ➢ Client Setup by Our Team
- ➢ Administrator Access for Online Onboarding, Changes, and Processing[1]
- ➢ 2 Day Processing Windows[2]

- ➢ Direct Deposit[3]
- ➢ Online Employee Access to Pay Stubs, W-2's and 1099's
- ➢ Simple and Advanced Timeclock Options

Tax Filing Services

- ➢ Tax Withholding, Payment and Filing for Federal, State and Local Taxes

- ➢ Year End W2 and 1099 Preparation

[1]Self-Service Payroll will be available starting in 2021 and will be phased in for clients selecting this level of service. During this transitional period, for any client selecting Self-Service Payroll, the corresponding pricing will be available even before your transition to our Self-Service Payroll System. If you later decide to move to Full-Service Payroll within twelve months, a transition fee will apply.

[2] This level of service is provided in conjunction with Patriot Software and all processing guidelines are governed by Patriot's terms of service. No rush options will be available.

[3]Live checks will not be available at this level of service.   Manual checks paid outside of a client's regular payroll schedule will be required to be run as an additional payroll but will NOT carry an additional fee.

**Disclaimer: As all pay information, tax filings and payments will be based solely on information supplied and processed by the client, all amendments will incur an additional charge.

Self-Service Payroll with Monitoring

Much like our Self-Service Payroll, this level of service offers our clients who are comfortable controlling their own payroll start to finish an additional processing option at a lower cost model than our Full-Service Payroll.   This level of service includes everything included with our Self-Service Payroll as well as monthly monitoring from our team. Any notable items discovered during our monitoring process will be brought to the client's attention. As always, our payroll professionals are here to support you and the church, should you have any questions.

Primary differences from Self-Service Payroll indicated by bold lettering.

Payroll Features

- ➤ ChurchShield's Clergy Expertise
- ➤ Client Setup by Our Team
- ➤ Administrator Access for Online Onboarding, Changes, and Processing[1]
- ➤ 2 Day Processing Windows[2]

- ➤ Direct Deposit[3]
- ➤ Online Employee Access to Pay Stubs, W-2's and 1099's
- ➤ Simple and Advanced Timeclock Options
- ➤ **Monthly Monitoring by Our Team**

Tax Filing Services

- ➤ Tax Withholding, Payment and Filing for Federal, State and Local Taxes

- ➤ Year End W2 and 1099 Preparation

[1]Self-Service Payroll will be available starting in 2021 and will be phased in for clients selecting this level of service. During this transitional period, for any client selecting Self-Service Payroll, the corresponding pricing will be available even before your transition to our Self-Service Payroll System. If you later decide to move to Full

[2] This level of service is provided in conjunction with Patriot Software and all processing guidelines are governed by Patriot's terms of service. No rush options will be available.

[3]Live checks will not be available at this level of service.   Manual checks paid outside of a client's regular payroll schedule will be required to be run as an additional payroll but will NOT carry an additional fee.

**Disclaimer: As all pay information, tax filings and payments will be based solely on information supplied and processed by the client, all amendments will incur an additional charge. Monitoring does not aim for the elimination of mistakes or amendments but does aim to shorten the time to discovery to allow for more timely correction and potentially avoiding feed necessary for correction.

Self-Service HR Management

Compatible with Full-Service Payroll*, our Self-Service HR Management offering gives our clients the tools they need to manage their own HR processes, while also having online access to up-to-date HR policies, laws & best practices, and the ability to ask questions of HR professionals.

Software Features

- Employee Driven New Hire Online Onboarding[1]
- Paid Time Off Tracking and Request Management
- Secure HR Document Storage

- Benefits Administration and Open Enrollment Functionality
- Performance Review Tracking
- Applicant Tracking
- Training and License Tracking

Access to HR Professionals and Knowledge Base

ThinkHR[2] Live Access

- ThinkHR Live offers the ability to consult with an HR professional with national and state-level expertise who can provide guidance on HR issues. Access to the HR professionals is available via phone conference and email correspondence

ThinkHR Comply Access

- ThinkHR Comply is an online Human Resources Knowledge Base that allows Client to access up to date information on policies, laws, and best practices to stay compliant with federal and state laws and an extensive HR document library, providing templates and checklists for all your HR needs.

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[1]Employee driven onboarding allows administrators to initiate the onboarding process online, but employees then complete the process, setting up most of their employee information during this process.

[2]ThinkHR is a third-party partner with ChurchShield. Interaction with ThinkHR is solely the responsibility of the Client and not provided by ChurchShield at the Self-Service level.

*Some HR functionality is available in conjunction with our Self-Service Payroll models. If you are interested in PTO Tracking, HR document storage, or access to ThinkHR, please let our team know and we will discuss

Full-Service HR Management

Our Full-Service HR Management offering includes the same software access as our Self-Service HR along with access to our Employee Benefits team to assist with all your administrative HR needs. Designed to build upon the first class service that our Employee Benefits team provides our Full-Service Payroll clients, this level of service allows ChurchShield to be involved with the day to day administrative aspects of the client's HR function, helping to streamline HR processes, while also working hand in hand with our clients to ensure compliance with applicable laws.

Administrative Assistance from ChurchShield Team[1]

New Hire Onboarding

➢ Oversight and initiation of the paperless onboarding process
➢ W4 preparation guidance
➢ Provide client-specific checklist for onboarding process
➢ Assistance with I-9 compliance
➢ Facilitation of background checks

Benefits Administration

➢ Oversight of paperless open enrollment and insurance applications[3]
➢ Assist with HRA/HSA and Retirement plan administration
➢ Assist with the maintenance of a schedule for when employees become eligible for benefits

Paid Time Off Management

➢ Consulting and Setup of PTO Policies/Accruals
➢ Assist with the tracking of PTO requests and accrual balances

Performance Review Management

➢ Assist with the maintenance of a schedule for when employees are due for a review.
➢ Templates for performance reviews

Policy and Procedure Templates

➢ Consulting on policies and procedures[2]
➢ Interaction with third party resources to obtain templates

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[1]Partnering with our team at this level of service does not replace the need for an internal coordination of HR needs. ChurchShield does not interact with individual employees at this level of service.

[2]Consulting on policy and procedure does not constitute legal advice. Such advice is available via ThinkHR and our Compliance team (separate from this service). Additionally, the HR service does not include an official review of Client's handbook. If desired, a full review of the client's handbook can be completed by our Compliance team.

[3]This level of service requires that Church Insurance Services be named the client's agent of record. If group medical insurance is not offered or agent of record is not possible, and adjustment to pricing may be necessary.