



PEOPLE PREMIER

Professional Employer Organization

USVI Administrative Services Menu

Option #1: Silver Payroll Plan

\$8.00/check

- Payroll Administration
- Direct Deposit
- New Hire Reporting
- Garnishment Administration
- Tax Administration – All payroll tax deposits and returns
- Web Portal – Employee access to personal information and paystubs; all new hires and payroll entered by client
- Optional Time and Attendance Module \$9.00 PEPM

Option #2: Gold Payroll Plan

\$12.00/check

- Payroll Administration
- Direct Deposit
- New Hire Reporting
- Garnishment Administration
- Tax Administration – All payroll tax deposits and returns
- Paid Time Off Tracking
- Web Portal – Employee access to personal information and paystubs; all new hires and payroll entered by client
- HR Support for Personnel Matters and Compliance Issues – 2 Hours per month
- Workers' Compensation Set up and Annual Reporting - \$500 annually
- Optional time and Attendance Module \$8.00 PEPM

Option #3: Platinum Payroll Plan

\$16.00/check

- Payroll Administration
- Direct Deposit
- New Hire Reporting
- Garnishment Administration
- Tax Administration – All payroll tax deposits and returns
- Paid Time Off Tracking
- Web Portal – Employee access to personal information and paystubs; all new hires and payroll entered by client
- Employee Handbook Review and Revision
- HR Support for Personnel Matters and Compliance Issues - Unlimited
- Unemployment Insurance Administration Support – Assistance with disputing unemployment claims
- Workers' Compensation Set up and Annual Reporting - \$500 annually
- Optional time and Attendance Module \$7.00 PEPM

Minimum Charges	
Weekly Payroll	\$25.00
Bi-Weekly Payroll	\$50.00
Semi-Monthly Payroll	\$62.50
Monthly Payroll	\$125.00

Additional Fees	
Initial Set-up	\$1500.00
Fedex Delivery – live checks	\$15.00
Electronic Checks	Included
W-2 Processing and Delivery	\$3.00 per W-2

Additional Available Services

Background Check, Drug Screening and Motor Vehicle Reporting	
Background Check	\$50.00
Drug Screen*	\$40.00
Drug Screen, paper form	\$35.00
Background Check + Drug Screen*	\$85.00
Background Check + Drug Screen* + MV	\$88.00

*Electronic Chain of Custody