

Memo

To: White Lake Township Board of Trustees

From: Iomar Whitt

Date: 10-12-26

Re: Request to Approve Four-Year Service Agreement with Paylocity

The Township's annual cost for payroll software, Paylocity, is \$23,000 and it's expected to increase by about 6% next May. After speaking with Paylocity to lower the cost, they offered a 4-year service agreement with a 32% reduced rate which is estimated to save about \$8,800 in 2027. The annual cost is estimated to be about \$15,517 per year and the rates will be locked in for four years.

I have received proposals from three other payroll software providers and prepared a 4-year cost comparison in Exhibit A. All three alternatives are estimated to cost more than Paylocity's discounted price when compared over a four-year period. The 4-year service agreement with Paylocity is estimated to save \$42,733 over four years.

I request the Board's approval of the four-year service agreement with Paylocity, subject to review by the Township attorney prior to execution.

Exhibit A : Estimated 4 Year-Cost								
	YR1 Setup Fees	Estimated Overtime for Implementation	YR1 Annual Fees	YR 2 Annual Fees	YR3 Annual Fees	YR 4 Annual Fees	Total Cost YRS 1-4	
Current Agreement :								
Paylocity (No Term Contract)			24,315	25,530	26,807	28,147	104,799	
Alternative Options :								
ADP	-	1,112	13,498	13,903	14,320	20,662	63,494	
BS&A	28,015	1,112	12,105	12,952	13,859	14,829	82,873	
NEOGOV	4,007	1,112	16,730	20,451	23,428	23,428	89,156	
Paylocity (4 Year- Contract)			15,517	15,517	15,517	15,517	62,066	

Investment Summary

October 15, 2026 | Quote # Q-412016 | Version # 8 | Quote valid until 10/22/2026

**Client Company****TOWNSHIP OF WHITELAKE OAKLAND - 134777**7525 Highland Rd
White Lake, MI 48383
(248) 698-3300**Client Contact****Jhosef Whitt****Total Employee Count****143****Monthly Fee****\$999.58****One-Time Fees****\$0.00****Total Annual Investment¹****\$13,458.46**

Loc #	Group #	Company or Affiliate Name	Emp Count	Monthly ³	Annual	Total Annual ²	One-Time Fees
1	1	TOWNSHIP OF WHITELAKE OAKLAND - 134777	143	\$999.58	\$1,463.50	\$13,458.46	\$0.00
Total			143	\$999.58	\$1,463.50	\$13,458.46	\$0.00⁴

¹Total Annual Investment includes estimated annual fees²Annualized fees do not include usage based fees³Monthly HCM fees based on # of active Employee Records as defined in the Additional Terms.⁴Plus sales tax if applicableSee following pages for line item
breakdown of services

This Investment Summary ("Investment Summary" or "Order") is governed by the Paylocity Subscription Agreement found [here](#), together with the Service Specific Terms found [here](#), and any additional terms specified below. Any terms and conditions referenced on a Client purchase order shall not apply to this Investment Summary.

By signing below, Client agrees to the terms and conditions of this Investment Summary and the SA which shall be effective as of the date of Client's signature below ("Order Effective Date").

Paylocity Account Executive	Date	Krissie Martinez
Signature		224-387-1481

Client Authorization	Date
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Signature

Name (Print)

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Group(s): 1

Monthly Fees	# of Controls	Base	Qty	Rate	Monthly
Complete HCM Solution	1	\$204.50	143	\$5.56	\$999.58
Payroll					
• Check Printing Service	-	-	-	-	Included
• Direct Deposit	-	-	-	-	Included
• General Ledger	-	-	-	-	Included
• New Hire Reporting	-	-	-	-	Included
• On Demand Payment ⁵	-	-	-	-	Included
• Payroll Processing	-	-	-	-	Included
• Prorated & Retro Pay	-	-	-	-	Included
• Tax Filing & Payments	-	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	-	Included
Human Resources					
• Human Resources Management	-	-	-	-	Included
• Workflows Process Automation	-	-	-	-	Included
• Centralized Document Library	-	-	-	-	Included
• State Compliance Form Library	-	-	-	-	Included
• Fillable Employee Forms	-	-	-	-	Included
• Unlimited Custom Fields	-	-	-	-	Included
• Employee Self-Service	-	-	-	-	Included
• Position Management	-	-	-	-	Included
• Time Off Management	-	-	-	-	Included
• Org Chart & Directory	-	-	-	-	Included
• Skills & Certifications Management	-	-	-	-	Included
• ACA Tracking & Reporting	-	-	-	-	Included
• Compliance Management	-	-	-	-	Included
• Employment Verification	-	-	-	-	Included
Talent					
• Onboarding	-	-	-	-	Included
Employee Experience					
• AI Assist	-	-	-	-	Included
• Community	-	-	-	-	Included
• Recognition	-	-	-	-	Included
• Mobile App	-	-	-	-	Included
Insights & Reporting					
• Data Insights	-	-	-	-	Included
• Dynamic Reporting	-	-	-	-	Included
Integrations					
• Employee Navigator Integration	-	-	-	-	Included
Customer Service					
• Dedicated Account Management	-	-	-	-	Included
• On Demand Training (PEAK)	-	-	-	-	Included



• Unlimited Product Training	-	-	-	-	Included
Monthly Total					\$999.58

⁵There is no fee to the company for On Demand Payment; however, employees will be charged \$1.25 per transaction.

Annual Fees	Grp	# Ctrls	Base	Qty	Rate	Annual
W2 / 1099	1	1	\$50.00	143	\$7.00	\$1,051.00
Annual SSN Verification	1	1	\$25.00	143	\$0.50	\$96.50
1095 Forms	1	1	\$30.00	143	\$2.00	\$316.00
Annual Total						\$1,463.50

Usage-Based Fees - HCM Services	Base	Rate
Electronic Garnishments		\$1.90
Direct Agency Pay		\$3.05
Tax Registration		\$205.00
Delivery Next Day		\$25.00
Split Pack		\$6.00

The fees listed above are invoiced as incurred on per usage basis in accordance with the terms and conditions. Please note these fees are in addition to the ongoing fees stated in the Investment Summary section of the quote.

Additional Terms

The following additional terms and conditions apply to the Services described herein. Capitalized terms used herein and not otherwise defined have the meaning ascribed to such terms in the Paylocity Subscription Agreement.

1. Subscription Term

(a) **Initial Subscription Term:** The Initial Subscription Term commences on Service Start Date and continues for a period of four years. "Service Start Date" means (i) to the extent the Order does not cover any spend management or payroll Services, the Order Effective Date; or (ii) to the extent the Order contains spend management Services and not payroll Services, the point in time that the Client's product instance has been completed and usage data is available; or (iii) to the extent the Order contains payroll Services, on the date of First Payroll Processing. "First Payroll Processing" means any use of Paylocity's Services by or on behalf of Client to administer payroll.

(b) **Renewal Term:** Upon conclusion of the Initial Subscription Term, the Services automatically renew for a period of one year, unless Client provides notice of non-renewal at least 60 days prior to the applicable renewal date.

2. Additional Pricing and Payment Terms

(a) Implementation Fees are non-cancellable and non-refundable as of the Order Effective Date.

(b) Implementation Fees are due by Client upon the Order Effective Date.

(c) Paylocity reserves the right to update the price for the Services at any time after the Initial Subscription Term.

(d) Client agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement.

(e) **Termination Fee:** (1) If the termination occurs prior to First Payroll Processing (or, if Client has not purchased payroll services, prior to Client's access to the Services), Client shall pay a termination fee in an amount equal to 3X the average monthly service fees payable per applicable Order (2) If the termination occurs after First Payroll Processing (or, if Client has not purchased payroll Services, after Client has first accessed the Services), Client shall pay a termination fee in an amount equal to 50% of the number of months remaining in the then-current term multiplied by the average monthly amount billed for the Services over the prior 12 month period immediately preceding the termination (or if less than twelve (12) months has elapsed, the monthly average amount billed to Client over the months the Agreement was in effect prior to the termination date.)

(f) **Service Fees** are based on the employee headcount as of the Order Effective Date, provided that the Client will be charged monthly for Service Fees based on the Client's (1) Active Employee Records that are not listed as a terminated status in the Employee Record within the Paylocity Services platform; or (2) number of Employee Records provisioned to use eligible Services. "Employee Record" means a unique employee identifier at each Client or Affiliate account, which includes all Authorized Users.

National Awards and Recognition

