



Seven Hills technology

Kenton County Payroll Import Project

**Impactful Technology,
Hands-on Collaboration,
Good People.**

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Executive Summary

This proposal outlines a series of features and functionality to be integrated into the existing Kenton County COLA system. These features will enable payroll providers to complete quarterly tax filings using bulk uploads. This will eliminate tons of human hours from the quarterly filings, and help improve the relationship between Kenton County and the businesses within.

Feature Summary

Payroll Provider Management

Payroll providers will contact Kenton County by phone or a form on the county's website to be set up as a payroll partner. COLA admins will be able to create a payroll provider specific profile, enabling them access to the payroll import web application where they can upload their files.

Full XML Specification

The bulk filing functionality will be driven by XML documents created by the payroll providers. We will be creating and thoroughly documenting the components of these XML documents, into an easily readable format so payroll providers can easily create their own files.

Secure Login

By creating full payment provider management, we are enabling a secure login for payroll providers to upload their XML files. The login will allow tracking to determine who is uploading documents, for which accounts, how much they are paying, etc.

Online Payment

This project will include the ability to pay online through the County's credit card processor. While credit card will still be an option, the primary use case is for ACH Debit transactions to allow payroll providers to pay immediately.

Fast Filing Verification

Due to the information provided in the XML and the various checks the system can run, we will substantially reduce the amount of mis-filings in a given quarter. Along with that, the system will be able to speed up the review of each filed account by providing new, faster screens for COLA admins to process the returns.

Other Features

Other features of this application include:

- User feedback for uploaded files. These files will be processed, validated, and any errors will return to the user all at once. This allows them to fix the issues and file again faster.
- Multiple uploads. If an account is left out of the initial upload for some reason, payroll providers can upload XML files any time they wish.
- Full auditing. Each piece of the system will have audit journaling so any errors found later on can be traced to the specific upload, and other potentially affected accounts can be found.
- Modern design. The application that the payroll providers interact with will be brand new, and feature a modern and friendly design.

Timeline

The final timeline will be determined once the design phase is complete. Early indications show a Q2 implementation of about 3 months, followed by the release to production sometime in mid Q3 2023.

Cost

The following pricing table will be updated once the design phase is complete.

Name	Hourly Cost	Hours	Subtotal
Design Phase	\$125.00	100	\$12,500.00
Implementation Phase	\$125.00	0	\$0.00
Production Release Phase	\$125.00	0	\$0.00

Subtotal **\$12,500.00**

Discount **\$0.00**

Tax	\$0.00
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Total	\$12,500.00
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