

AGREEMENT
CONCERNING PAYROLL AND BENEFIT MANAGEMENT SERVICES
BETWEEN
FAIRMONT AREA SCHOOLS #2752
AND
SOUTHERN PLAINS EDUCATION COOPERATIVE #915

WHEREAS, Southern Plains Education Cooperative is in need of payroll and benefit management services. These services shall include, but are not limited to:

- Prepare and process monthly payroll.
- Enter payroll time sheets.
- Enter new employee information into the payroll software system.
- Apply garnishments, child support, and personal time off deduction data.
- Apply deductions and fringe benefit changes to master payroll records.
- Work with Southern Plains staff to verify accuracy of payroll and benefits.
- Prepare and issue paychecks and bank transfers.
- Generate payment for payroll liabilities (i.e. Taxes, TRA, PERA, flexible benefits, etc).
- Perform quarterly and annual reporting requirements for payroll including PERA, TRA, Payroll Taxes, Unemployment, W-2s, and other payroll and benefit related reports.
- Provide Southern Plains with an invoice for insurance fees.
- Maintain payroll record files.
- Provide information to retirees regarding benefits. Bill retirees as needed for benefits.
- Provide information to individuals ending employment with Southern Plains regarding COBRA. Initiate COBRA paperwork and facilitate continued insurance as available by law.
- Collaborate with Business Manager on ACA.
- Work with agreed upon agency to administer flexible spending accounts.
- Assist auditors to provide supporting documentation
- Manage benefits under Fairmont Area School benefit accounts including health insurance, life insurance, and long-term disability insurance.
- Communicate with Southern Plains Education Cooperative on a regular basis regarding issues and concerns likely to impact the Southern Plains agency or employees relating to payroll and benefits.

IT IS, HEREBY, AGREED, that during the 2023-2024 fiscal year Fairmont Area School District's payroll department, will document their actual time conducting payroll and benefit management services for Southern Plains Education Cooperative.

IT IS FURTHER AGREED, that Fairmont Area Schools will invoice Southern Plains Education Cooperative for reimbursement of actual expenses in February and the remaining in June.

The rate of payment will be for the portion of the payroll professional's salary and benefits based on actual time conducting Southern Plains Education Cooperatives payroll unless it is mutually agreed by both parties to change the rate.

HEREBY, the above agreement is approved by the boards of:

Southern Plains Education Cooperative

Fairmont Area Schools

President of the Board

X *Nina Zmes*
Chairperson of the Board

Clerk of Board

X *Mari Meyer*
Clerk of Board

Board Approval Date

6/13/23
Board Approval Date

