

Lisa Pinto

From: Lisa Pinto
Sent: Wednesday, July 29, 2015 4:58 PM
Cc: Jaime Tejeda
Subject: Payroll/HRIS Communication: Group 1 Meeting August 12
Attachments: Lisa Pinto.vcf

Dear Bookkeepers and HR Persons of "**Group 1**" entities,

Thank you for your prompt responses with regard to the data and document collection needed to begin the implementation of the new Paylocity Payroll / HRIS software solution.

At this point we ask that you set aside **Wednesday, August 12**, from **10:00 a.m. to 3:00 p.m.** for a meeting here at the Pastoral Center.

The purpose of the meeting will be the following:

1. We'll share with you the timeline of project milestones and deliverables for the implementation of the system (this includes an explanation of some of the materials you'll need to complete and return);
2. Chris McDonald, Paylocity's primary contact throughout the process (copied on this e-mail), will provide you with a brief, high-level presentation of the Paylocity software products you'll be using: Payroll; HRIS; and Time and Attendance;
3. Chris will explain how Paylocity will support you through the following resources during implementation:
 - a. A dedicated Implementation Coordinator assigned to you and your entity;
 - b. Web training and client support
4. Question and Answer period to clarify the process and products and address any concerns

We will provide lunch for you.

Please RSVP to this notice by replying to **Jaime Tejeda**, copied on this e-mail.

Please note that each of you has been indicated as a "primary contact" on your Entity Implementation Questionnaire. Your secondary and tertiary contacts are welcome to attend also, so when you RSVP please indicate all who will attend from your entity.

Thank you!

Sincerely,

Lisa Pinto

