



# Memo

**Date:** February 24, 2025  
**To:** Business managers and payroll administrators  
**From:** Shannon Wiggins, HR system manager, Office of Human Resources  
**Re:** Paylocity invoice—charges and credits

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Paylocity will be issuing credits to offset two different charges that were applied incorrectly.

## **External HR Integration**

The Paylocity invoice for check date 02/21/2025 will include a charge for “External HR Integration” with a monthly unit price of \$0.80 per active employee. The HR department is discussing various projects with the vendor that will be announced soon, however this charge was applied in error. We have worked out a resolution with the vendor for credits until further notice.

1. For IDs that have not processed payroll for check date 02/21:
  - a. You will see a charge for an “External HR Integration” and a credit in the amount of the anticipated charge for February. This should result in a net zero amount for that line item.
  - b. Going forward, on the last scheduled check date of the month (which includes any monthly charges), the “External HR Integration” line-item charge will be listed and the offset credit-line item, which should result in a \$0.00 net charge. This will continue until further notice.
2. For the IDs that have already processed payroll for check date 02/21
  - a. You will see a charge for an “External HR Integration.”
  - b. The credit for February will be included on the March invoice that includes the monthly fees (the last check date of the month) in addition to the March credit.
  - c. Going forward, you will see the “External HR Integration” line-item charge and the offset credit line item.

## **W2/1099 Processing**

Locations should see a charge on a recent invoice for processing the end-of-year tax forms. It will be listed at “W2/1099 Processing.” Paylocity billed for an

incorrect amount. The correct fee should be \$0.00 for the Base Fee and \$2.50 for the unit price. Credits for this line-item charge will be applied on the 03/21 check date invoice.