



November 15, 2022

HES Business Office is excited to announce that beginning January, 2023 we will be moving to a new, enhanced payroll service. Our service will be provided by Common Sense Payroll (CSP), Pomfret Center, CT.

CSP Responsibilities

- Provide online web-based time tracking
- Use electronic time data to prepare payroll, direct deposits and reports
- Pay all federal and state payroll taxes electronically
- Prepare Federal and State quarterly and annual payroll tax reports including W-2s
- Annual Affordable Care Act (ACA) reporting
- New hire reporting
- Deduct and pay garnishments/child support orders
- Track paid time off electronically

Benefits to Employees

- Web-based time tracking, no more punching time cards
- Online viewing of paystubs, paid time off and W-2s
- Employee forms available online
- Unlimited number of direct deposit accounts
- Web-based paid time off requests/approvals
- Notices and employee benefit information posted to the portal rather than cluttering email inboxes

Benefits to Hampton Board of Education

- Time savings and less room for human error with electronic calculations for lunches, missed in/out punches and paid time off
- Streamlined paid time of request/approval process and reduced paper clutter using web-based system
- Streamlined electronic process for notifying substitute caller of approved paid time off requests
- Paid time off calendar allows administration to see, at a glance, who will be out of the building on a given day
- Important employee notices and benefit information posted to the portal for all employees, including substitutes without an @Hamptonschool.org email address
- Time savings for annual ACA reporting

