**Summer 2015 Tracker Program Q+A’s**

**State:** Virginia

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Q: On which dates of the month do you pay employees?

A: 15th and last day of the month. Payroll is run the preceding business day if pay dates fall on a weekend or holiday.

Q: By which dates of the month will you require investment before payroll?

A: Payroll investment should be received a minimum of five (5) business days before pay day.

Q: What is your current unemployment tax rate?

A: FUTA is .6% and Virginia SUI is 6.54%.

Q: Do you charge a processing fee per payroll/month or maybe a one-time processing fee? If so, what is it?

A: There is a $5 per employee per payroll processing fee.

Q: Do you have a standard health care premium? If so, what is the amount?

A: Health insurance for an employee in 2016 costs $500/month.

Q: If healthcare costs vary by employee, how would you like to notify us of the cost when/if they sign up?

A: They will not vary, so long as they do not insure their spouse or dependents.

Q: Does your health care plan have a waiting period before new hires can become active?

A: No. Employees are eligible for coverage immediately on their first day of employment.

Q: Do you offer any other programs to your employees?

A: No.

Q: Do you use gas cards, mileage rates, or another method to reimburse staff for driving expenses?

A: This will be determined by the coordinated director for 2016. Until then, we reimburse eligible, pre-approved mileage at $0.40/mile.