



linking business to solutions

PEO Services

1. PAYROLL ADMINISTRATION:

- ❖ Relief from writing, issuing and signing **payroll checks**
- ❖ Relief from **IRS** payroll tax liability
- ❖ Relief from **payroll administration**
- ❖ Relief from filing the quarterly **940's** and **941's** payroll tax reports
- ❖ Relief from maintaining **I-9's** and **W-4's**
- ❖ Relief from producing **W-2's** and handling questions at year end
- ❖ Relief from payroll **tax deposits** and **audits**
- ❖ Relief from withholding & depositing employee **Social Security** and **Federal Income Taxes (FICA)**
- ❖ Relief from withholding & remitting **medical insurance premiums** when applicable
- ❖ Relief from **unemployment claims** and **SUTA** increases
- ❖ Relief from maintaining payroll **insurance records**
- ❖ Relief from creating & distributing payroll and labor **reports**
- ❖ Relief from processing employee deductions & **garnishments**
- ❖ **Direct Deposit**

3. WORKERS COMP INSURANCE:

- ❖ No W/C **down payments** (normally 15%-25% of the premium)
- ❖ **Pay as you go**
- ❖ **Substantial rate discounts**
- ❖ Relief from W/C **claims management** and experience modifier
- ❖ Relief from **filing Notice of Injury/First Report of Injury** to the state
- ❖ **Reduced W/C Administration** and required **Documentation**
- ❖ Relief from W/C annual **audits** and/or **hearings**
- ❖ **Safety Program/Loss Prevention Programs**
- ❖ Customized OSHA approved **safety manual** is provided
- ❖ Fully developed, OSHA approved **Safety Program** implementation
- ❖ Conduct **Safety Meetings** or assistance with safety meetings
- ❖ **Site inspections** of facilities and job sites
- ❖ **OSHA 300 logs** are provided
- ❖ **Defense** of fraudulent W/C claims
- ❖ Coordinate **Return to work programs**
- ❖ **Fraud investigations**

2. BENEFITS:

- ❖ **Health Insurance**
- ❖ **FLEXIBILITY!!!**
- ❖ Relief from **benefits administration** (payments and record keeping)
- ❖ Relief from **COBRA** administration
- ❖ **Negotiate** cost for group plans
- ❖ **Flexible** health insurance programs
- ❖ Provide **Captive Health Plans (pooled plans)** or **customized small group plans**
- ❖ **Section 125** administration
- ❖ **Prescription Drug Cards**
- ❖ **HMO, PPO, Self-Insured and Alternative** plans
- ❖ Administer current client plan if necessary
- ❖ **Individual** plans available
- ❖ **Dental and Vision Plans**
- ❖ **Voluntary Products:**
 - ❖ **Supplemental Insurance**
 - ❖ **Flexible Spending Accounts**
 - ❖ **Short Term, Cancer etc.**
- ❖ **401 (K) Retirement Plan:**
- ❖ Employee contribution **tax deferred**

4. HUMAN RESOURCES:

- ❖ **Employee Handbook** developed and updated
- ❖ **Attract and maintain employee talent**
- ❖ **HRIS/Human Resource Information** system software
- ❖ **Applicant Tracking Systems**
- ❖ **Employee Portal** with client logo and branding
- ❖ Process **unemployment claims** and requests
- ❖ **Manage** state unemployment hearings
- ❖ **Consultation** i.e., interviews, hiring, disciplines and terminations
- ❖ **Training, Workshops, Recruiting**
- ❖ Compliance assistance with **ADA, EEOC, FMLA, ERISA** etc.
- ❖ **Lower** employee/labor expenses – provides off-site human resources department
- ❖ Develop **job descriptions/maintenance**
- ❖ Procurement of **Legally required postings**
- ❖ Human resource **reference materials**
- ❖ Perform **Background Checks**
- ❖ **Improve cash flow** – streamline costs – one check per pay period covers all costs