

CLIENT SERVICE OFFERINGS

Payroll Administration

- Flexible & easy reporting (web, phone, fax)
- Dedicated payroll representatives
- Customized reports
- Payroll deductions & garnishments
- W-2 processing
- Payroll tax deposits & filings
- Customized job costing & certified reports
- Direct Deposit & cash pay
- Unemployment claims management

Human Resources

- Access to HR professionals
- Guidance on disciplinary issues & separation
- Review & customization of handbooks
- Wage & hour compliance
- Management & employee training
- Family & Medical Leave Act coordination
- Background screenings
- Employee Assistance Programs
- Drug-free Workplace Programs
- EEO-1 reporting

ACH

Workers' Compensation

- No up-front down payments or charges
- Transparent fee structure
- True pay-as-you-go payment method
- Dedicated safety specialists
- Customized safety manuals
- Timely certificates of insurance
- Complete & efficient claims administration
- Risk management and safety training
- Safety & loss control administration
- OSHA compliance assistance
- Cost containment programs

Employee Benefits

- Health & Dental plans
- Life insurance
- Accidental Death & Dismemberment
- Disability insurance
- Supplemental Indemnity plans
- 401(k) Retirement plan
- Section 125 Flexible Benefits plan
- Benefits Administration options
- Annual open enrollments
- Contract renewal negotiations
- Employer contribution billing