



PAYROLL. HR. BENEFITS. *Administration*

Payroll Administration

- ✓ Calculation, preparation and distribution of payroll checks
- ✓ Reporting, withholding and remitting payment of payroll taxes
- ✓ Process and distribute all W-2s and 1099s
- ✓ Provide Direct Deposits & Debit Cards
- ✓ Web-based Payroll Reporting Website (HRPWeb)
- ✓ Payroll Time Imports
- ✓ Self-service Employee Portal
- ✓ Preparation of Payroll Reports
- ✓ Cost Allocation up to Four Levels
- ✓ Online Custom Report Builder
- ✓ Administration of Wage Garnishments
- ✓ Workers' Compensation Code Tracking
- ✓ Complete Paperless Options
- ✓ Time & Attendance Options
- ✓ Process New Hire Reporting
- ✓ Process Certified Payroll
- ✓ Single Source Billing
- ✓ Employee Online Onboarding
- ✓ Applicant Tracking

Human Resource Management

- ✓ Employee Handbook Development and Review
- ✓ Customized Employment Applications
- ✓ HR Policy Development
- ✓ HR Regulatory Compliance Consultation
- ✓ Support by Certified HR Professionals
- ✓ Performance Management, Wage & Hour and FMLA
- ✓ Maintain Time Off Accruals
- ✓ Federal & State Required Postings
- ✓ Online HR Resource Library
- ✓ Safety & Risk Management Assistance

Benefits Administration

- ✓ Benefit Payments & Bill Reconciliation
- ✓ Additions, Terms & Changes
- ✓ Medical Support Orders
- ✓ Third Party Sick Pay
- ✓ Renewal
- ✓ 401K Submission
- ✓ Online Benefits Enrollment
- ✓ COBRA and State Continuation Administration
- ✓ Healthcare Reform Compliance Assistance
- ✓ Customized Benefit Enrollment Packets
- ✓ Coordination with Insurance

Healthcare Reform Administration (ACA)

- ✓ Exchange Notices
- ✓ Summary Benefits of Coverage (SBC)
- ✓ Medical Loss Ratio (MLR)
- ✓ Medicare Part D Credible Coverage Notice
- ✓ Centers for Medicare and Medicaid Disclosures
- ✓ W-2 Reporting
- ✓ Employere Shared Responsibility including FTE Tracking
- ✓ Tax Reporting Requirements – 1094 and 1095c forms Agents