



# 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 Card Options
- ✓ Web-based HRIS & Payroll Solution
- ✓ Payroll Time Imports
- ✓ Employee Self-Service Portal
- ✓ Preparation of Payroll Reports
- ✓ Cost Allocations
- ✓ Online Custom Report Builder
- ✓ Administration of Wage Garnishments
- ✓ Workers' Compensation Code Tracking
- ✓ Applicant Tracking Solution (ATS)
- ✓ Time & Attendance Options
- ✓ Process New Hire Reporting
- ✓ Process Certified Payroll
- ✓ Single Source Billing
- ✓ Online Employee Onboarding
- ✓ Complete Paperless Options
- ✓ Support by Certified Payroll Professionals

## Human Resource Management

- ✓ Employee Handbook Development and Review
- ✓ Customized Employment Applications
- ✓ Multi-State Regulatory Compliance
- ✓ Support by Certified HR Professionals
- ✓ Progressive Discipline
- ✓ Wage & Hour Assistance/FLSA
- ✓ Time Off Accrual Management
- ✓ Federal & State Required Postings
- ✓ Online HR Resource Library
- ✓ Safety & Risk Management Assistance
- ✓ HR Policy Development

## Benefits Administration

- ✓ Benefit Payments & Bill Reconciliation
- ✓ Additions, Terms & Changes
- ✓ Medical Support Orders
- ✓ Third Party Sick Pay
- ✓ Renewal Management
- ✓ 401(k) Submission
- ✓ Online Benefits Enrollment
- ✓ COBRA and State Continuation Administration
- ✓ Customized Benefit Enrollment Packets
- ✓ Support by Certified Benefit Professionals
- ✓ Healthcare Reform Compliance Assistance (ACA)
- ✓ Coordinate with Insurance Agent/Broker

## Healthcare Reform Administration (ACA)

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