



*Personnel Plus, Inc* will implement professional employer services. These services have been designed to reduce labor expenses and employer liability. These services further propose to increase cash flow, provide maximum human resources compliance and improve employee retention and productivity.

### **Payroll & Employee Administration Services**

- ✓ Execute and process payroll checks and direct deposits
- ✓ Deposit Federal withholding tax liabilities
- ✓ Deposit Federal and State unemployment taxes
- ✓ File 940 and 941 forms
- ✓ File State unemployment tax returns
- ✓ Reconcile payroll account
- ✓ File the W-3 and file and mail W-2's
- ✓ Process garnishments for child support (Employee fees may apply)
- ✓ Process tax liens
- ✓ Provide detailed payroll reports
- ✓ Answer employee inquiries
- ✓ Eliminate IRS payroll tax audits
- ✓ Respond to employment and wage verifications
- ✓ Store and Maintain all employee files and records
- ✓ Assist in properly classifying employees for FSLA
- ✓ Proper file maintenance (employment, workers' compensation, immigration, medical)

### **Workers' Compensation and Loss Control Services**

- ✓ Assist with acquiring a "pay-as-you-go" workers' compensation policy
- ✓ Eliminate workers' compensation audits and annual premiums
- ✓ Perform risk management and safety inspections
- ✓ Provide recommendations for improving work site safety conditions
- ✓ Provide safety plans and manuals
- ✓ Provide periodic safety training
- ✓ Workers' compensation claims management and processing
- ✓ Investigate and pursue fraudulent claims
- ✓ Perform post-accident drug testing on all workers' compensation claims
- ✓ Prepare and assist with workers' compensation hearings
- ✓ Assist with OSHA reviews
- ✓ Coordinate a Return to Work program

Statutory Workers' Compensation Insurance benefits insured through **Personnel Plus, Inc**

## ***Human Resource Services***

- ✓ Human Resource consulting via Telephone (or on-site) as needed
- ✓ Provide legally required labor postings
- ✓ Develop customized employee handbooks and updates, as needed
- ✓ Provide all Human Resource forms
- ✓ Provide assistance with job descriptions
- ✓ Assist with recruiting as needed
- ✓ Administer pre-employment screening as needed (fees may apply)
- ✓ Assistance in managing and resolving employee conflicts
- ✓ File form 5500 for tax qualified employee benefit plans
- ✓ Provide assistance for wrongful termination claims
- ✓ Assist in the event of Federal wage and hour claims
- ✓ Provide compliance assistance with Title VII (EEOC)
- ✓ Provide compliance assistance with Americans with Disabilities Act
- ✓ Provide compliance assistance and record keeping with FMLA
- ✓ Provide compliance assistance and record keeping for immigration laws
- ✓ PRWORA (*Personal Responsibility and Work Opportunity Reconciliation Act*) compliance
- ✓ Administer COBRA as needed
- ✓ Maintain CMS and ACA compliance
- ✓ Assist in HIPAA Portability compliance
- ✓ Assist with SUTA claims, hearings and appeals
- ✓ Maintain employee files and pertinent documentation
- ✓ Maintain employee actions
- ✓ Reduce employee administration costs

## ***Employee Benefits & Services***

- ✓ Reduce time and expense spent procuring and administering employee benefit plans
- ✓ Provide flexibility in benefit plan selection
- ✓ Provide tax-advantaged options and administer Section 125
- ✓ Inform and enroll eligible employees in available benefit plans
- ✓ Respond to employee benefit inquiries, claims and complaints
- ✓ Assist in accessing multiple Provider Organizations
- ✓ Health Plans
- ✓ Dental Plans
- ✓ Vision Plans
- ✓ Prescription Plans
- ✓ Group Life
- ✓ Accidental Death & Dismemberment
- ✓ Long Term Disability
- ✓ Short Term Disability
- ✓ Identity Theft and Discount Legal Plans
- ✓ HSA and FSA (subject to testing)
- ✓ Retirement plans tailored to company needs