

Services Overview

Payroll Services

Personnel Plus, Inc frees your company from the time-consuming drudgery of payroll management. From checks through year-end reports. Even costly payroll audits. Our staff of experts handles your payroll with total accuracy and efficiency.

- Payroll checks
- Journals
- Summaries
- Reduced Paperwork and Overhead
- W-2s, W-3s, 940 Reports
- Direct Deposit
- Audits and Filings
- Job Costing/Certified payrolls
- Garnishment payment administration
- FICA, FUTA, SUTA Payments and other fees

Workers Compensation Coverage/ Risk Management

Your company can ensure a more safe workplace and controlled workers' compensation costs with PPI. Our safety experts and Workers' Compensation Professionals will deliver efficiency, excellence and complete satisfaction, resulting in favorable rates while minimizing unwanted risk. Make a change that will make a difference.

- Eliminate Workers' Compensation down payment
- Eliminate Workers' Compensation audit and audit premium
- Safety Inspections
- Claims Management and processing
- Investigate and pursue fraudulent claims
- Prepare and assist with workers' compensation hearings
- Coordinate a return to work program

Human Resource Support

Personnel Plus offers a comprehensive set of solutions to help you manage your human capital. Our programs are designed to enhance, not replace, an existing HR department. Or, if your company isn't large enough to afford an HR department, our program can help you with the basics.

- Develop and update employee handbooks and procedures
- Develop and manage HR forms
- Maintain personnel files
- Assist with employee performance reviews
- Assist with job descriptions, screenings, hiring, orientations,

- disciplinary actions, terminations and exit interviews
- Provide legally required labor postings
- COBRA administration, unemployment claims, hearings & appeals management

Regulatory Compliance

Personnel Plus will assist your company with the burden of regulatory and government compliances that continue to consume your company's valuable time and attention. Our expert staff is up to date with the ever-growing list of employee related rules and regulations ensuring your noncompliance risk are reduced. Expect the results your company needs!

- Compliance assistance with Title VII
- Compliance assistance and record keeping with FMLA
- Immigration law compliance assistance
- Administration of COBRA
- Assistance with wrongful termination claims
- File the EEO
- File form 5500 for tax qualified employee benefit plans

Employee Benefits & Benefits Management

Attract and retain quality people with "Fortune 500" benefits. Personnel Plus is committed to helping your company expand employee benefits and access quality healthcare services, offering your company the best solution to runaway insurance costs. Our large group rates and coverage's are unsurpassed. Experts on our staff will design the perfect insurance program for all your company's needs. The result? Satisfied, motivated employees who produce greater profits. Additionally, PPI will handle all paperwork and administration, from enrollment to claims.

- Several EPO and PPO plans to choose from
- Managed Costs
- Claims Management
- Dental, Vision, Prescription
- Section 125 Cafeteria Plans
- Life/AD&D Plans



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