

Summary of Services

Human Resources

Resources

- Development and Production of Employee Handbooks
- Client Resource Manual
 - Personnel Guide
 - Forms
 - Personnel Policies
- Administration of a Drug Free Workplace
- Consultation in Employment and Termination Practices
- New Hire Reporting
- Needs Analysis for Performance Improvement
- Job Descriptions
- Compensation Analysis and Review
- Responding to Request of Employee Data:
 - Governmental Agencies
 - Legal Inquires
 - Mortgage Companies, etc.

Training

- Performance Measurement and Review
- Employee Relations
- Dispute and Conflict Resolution
- Curriculum Development of Other Employment Management Topics

Recruiting Assistance

- Resume Review and Candidate Analysis
- Advertising Assistance with Ad Development and Placement Suggestions
- Pre-Employment Background Checks
 - Criminal
 - Motor Vehicle
 - Credit
- Pre-Employment Testing
- Behavioral Profiling

Record Retention and Management

- Keep & Maintain Employee Files
- Records Storage as Required by Law

Payroll & Administration

- Web Based Payroll Services
- Employee Service Center
- Client Service Center
- Payroll Reporting
- Reports
- All Payroll Tax Filings and Payment
- Collection / Approval of Time Sheets
- Calculation and Preparation of Paychecks
- Direct Deposit
- Detailed Reporting
 - Job Costing
 - Departmental Reports
 - Benefit Analysis
 - Certified Reports
- OCIP/ROCIP Reports and Plan Administration

Benefits & Administration

Benefit Plans

- Group Major Medical Insurance Plans
- MERP Plans
- Dental Insurance
- Vision Insurance
- Life Insurance
- Dependent Life Insurance
- Long Term & Short Term Disability Insurance
- 401(k)
- Eflex:
 - Medical Expense Flexible Account
 - Dependent Care Flexible Account

Administration

- Processing of Employee Enrollments and Terminations
- Employee Service Center to Handle Questions
- Resolve Employee Claims
- Premium Payment and Reconciliation
- COBRA Notification and Record Keeping

Safety & Risk Management

- Workers' Compensation Insurance
- Safety Materials
- Behavioral Based Safety
- On Site Reviews
- State and Federal Posters
- Aggressive Claims Management
- Handle Payroll Audits by Insurer
- Premium Payments and Reconciliation
- Post Accident Drug Screen
- Accident Investigation
- Issue Certificates of Insurance
- Light Duty Program



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