



Scope of Services under the PEO model

Payroll Processing

Preparation & Reporting	Included
Benefit Accruals	Included
Payroll Tax Filing Deposit Preparation & Transmission	Included
Wage Garnishment Processing	Included
New Hire Reporting	Included
Direct Deposit	Included
Management Reports	Included
Year End Processing (W-2/Earnings Summary, etc.)	Included
Job Costing	Included
Payroll Delivery	Included

New Hire Administration

W-4, I-9, Employment Application completion/compliance	Included
Employment/Arbitration Agreements	Included
New Hire Orientation	Included
Employee File Setup	Included
Employee Benefits orientation	Included
Benefits Enrollment	Included

Human Resources (HR)

Unemployment Claims Management & Administration	Included
HR Management Reporting	Included
Department of Labor Reporting	Included
Performance Review Mgmt. & Documentation	Included
Employee Relations Issues	Included
Employee Policy Development	Included
Legal Compliance/Counsel	Included
Job Description Development	Included
Basic Compensation Systems/Pay Policies	Included
Unemployment Claims Responses/Hearings	Included
Employee Handbook	Included

Benefits Administration

Benefits Administration	Included
Employee enrollment & processing	Included
Retirement Plan/ 401k Plan Compliance	Included
125 Flex Plan Enrollment and Administration	Included
COBRA, State Continuation	Included
Research & Procurement	Included
Annual Retirement Plan Reporting	Included
125 Flex Plan Processing, Reconciliation and Reporting	Included
Bill Reconciliation & Payment	Included

Worker's Compensation Administration/Safety & Risk Management

Worker's Compensation Administration	Included
Insurance Analysis & Procurement	Included
Annual Audit Preparation	Included
Experience Mod Projections	Included
Claims Reporting	Included
Case Management	Included
Claims Disputes	Included
Return to Work Program Management	Included

Safety Policy Development
Safety Training Programs

Included
Included

Additional Fees (to be determined by job structure)

Sourcing

Reference Checks

Pre-Employment Testing (Profiles, Aptitude, etc.)

Background Checks

Drug Testing

Special Employee/Management Training Courses

Post-Incident Drug Testing

Consulting Services (e.g., Strategic HR Plan Development, Executive Compensation Planning,
Recruiting Strategies, Culture Management and Change, Executive Coaching)

Specialized Training Programs