



PAYROLL • HR • BENEFITS



GROUP BENEFITS • BUSINESS INSURANCE

ASO - Administrative Service Outsourcing

Payroll

Ø Payroll Services

- 1) Issue, sign, secure & deliver checks
- 2) Direct Deposit and Pay Cards
- 3) Comprehensive Payroll Deductions
- 4) Payroll Check Reconciliation
- 5) Vacation & Sick Time Accruals
- 6) Multiple Payroll Input Options
- 7) Web-Based Payroll & HR
- 8) Federal, State, & Local Tax Withholdings & Deposits
- 9) Third-Party Checks
- 10) 1099 Reporting
- 11) New Hire Reporting Act Compliance
- 12) Wage/Hour Law Compliance
- 13) Wage Garnishment Compliance

Ø Human Resource Services

- 1) HR Forms, Training & Seminars
- 2) Background Checks
- 3) Employee Handbooks
- 4) Warning & Termination Notices
- 5) Unemployment Management
- 6) Employee Perks Programs
- 7) Regulatory Compliance
- 8) COBRA
- 10) FMLA

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Benefits

Ø Group Benefits

- 1) Health Insurance
- 2) Dental Insurance
- 3) Vision Insurance
- 4) Flexible Spending Plans
 - a. Medical Expense
 - b. Dependent Care
- 5) Group Disability
- 6) Individual Disability
- 7) Supplemental Insurance Plans

Information needed to Quote:

- Employee census
- Current plan design
- Renewal Date
- Copy of current payroll

Ø Workers Compensation

Ø Professional Liability & Business Insurance

- 1) Commercial Liability
- 2) Business Owners
- 3) Commercial Auto

Information needed to Quote:

- Current Payroll & job classifications
- Copy of current policy dec page
- Copy of 3 year NCCI loss report

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