

Plaxco Staffing LLC

Overview Chart

When you enter into a staffing relationship with Plaxco Staffing LLC, it is important to have defined responsibilities for each party. The following chart breaks down what is expected of you, as a client, and what you can expect Plaxco Staffing LLC to do for you. Remember this is only a guideline. A customized program will be created for you that will maximize the benefits of our program based on your individual needs and requirements.

<u>Task</u>	<u>Your Office</u>	<u>Plaxco Staffing LLC</u>
Employment Applications	X	X
Wage Negotiation	X	
Discipline Forms	X	X
Task Assignments	X	
Employment Termination	X	X
Management Reports		X
Employee Verification **		X
Background Checks **		X
Drug Screening **		X
Standards Compliance		X
Employee Handbooks		X
Process New Employees		X
W-4 Forms		X
I-9 Verification		X
Computing Payroll		X
Computing Taxes & Withholdings		X
Writing Paychecks		X
Tax and Withholding Payments		X
Social Security and Medicare		X

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Federal Withholding		X
FICA		X
State Unemployment Taxes		X
Federal Unemployment Taxes		X
Reporting Payroll Hours		X
Wage and Hour Compliance		X
Payroll Garnishments		X
Child Support Payments		X
State Required Reports		X
Federal Required Reports		X
940 / 941		X
Penalties		X
Managing Vacation Pay		X
Managing Sick Pay		X
Tracking Probationary Periods		X
Tracking Benefits Eligibility		X
Workers Comp. Insurance		X
Workers Comp. Claims / Hearings		X
Unemployment Claims / Hearings		X
Group Health Insurance		X
Life / Dental Insurance		X
Insurance Inquiries		X
Insurance Claims		X

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Negotiate Insurance Premiums		X
Pay Insurance Premiums		X
Cobra		X
Release Notices		X