

Payroll Processing

- Payroll Check Preparation
- Web-based Payroll Data Entry
- Customized Payroll Reports
- Federal Withholding Calculation
- State Withholding Calculation
- Local Tax Calculation
- W-4 Forms Management
- State Withholding Form Management
- I-9 Form Management
- QTD/YTD Reporting (940, 941)
- Collect & Remit Wage Garnishments & Tax Liens
- Direct Deposit Processing
- Benefit Premium Management
- Insurance Payroll Deductions
- Vacation & Sick Time Accrual
- Document Retention

Credit Unions

- Ability to establish a banking relationship
- Expertise of a Well-Organized Financial Institution and Personalized Service of a Locally Owned, Locally Managed Credit Union
- Checking Account Services
- Savings Account Services

Cafeteria Plans

- Unreimbursed Medical and Dependent Care Expenses
- Accidental Death and Dismemberment Coverage
- Disability Coverage and Vacation Leave
- Group Life Insurance in Excess of \$50,000
- Other Normally Accepted Cafeteria Plan Services as Accepted by IRS

Retirement Plans

- 401(k)
- 403(b)
- Simple IRA
- Safe Harbor

Insurance

- Workers' Compensation Insurance
 - Claims Administration
 - Pay-As-You-Go Plan
 - State Reports Filing
 - Audit Services
- General Liability
 - Professional Liability
 - Manufacturers' Liability

Pay-As-You-Go Workers' Comp

- Premium Based on Actual Payroll
- Little to No Down-payment Requirements
- Premium Collected by the Payroll
- Audit Adjustments Minimized
- Automatic Premium Collection

Human Resources

- Human Resource Consultation
- Personnel File Maintenance
- Personnel Form Management
- New Hire Reporting
- Unemployment Claims Management
- FLSA Regulation Consultation
- DOL Compliance Consultation
- Regulation Monitoring
- Customized Handbook, Policy & Procedures

Employee Benefits

- Credit Union
- COBRA Administration Assistance
- Employee Benefits Administration
- Customized Retirement Plans
- 125 Cafeteria Plans
- State Continuation Assistance
- Multiple Insurance Carrier Options
- Compare Plans and Negotiate Benefit Rates - Major Medical, Vision and Dental, Group Supplemental Life, Long and Short Term Disability
- Employee Supplemental Coverage - Accident, Short Term Disability, Long Term Care, Cancer
- Benefit Administration and Premium Remittance

Compliance

- Collection and Remittance of Federal, State, and Local Payroll Tax Liabilities
- Professional Preparation and Timely Filing of Monthly, Quarterly and Annual Withholding Returns
- W-2 Preparation
- Filing of Federal and State Unemployment Tax Returns
- Payment of Federal and State Unemployment Tax Returns
- I-9 Form Management
- Employment Eligibility Verification

People Lease

Back-Office Services: Payroll • Benefits • Compliance

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