



**HR PLUS:**  
A Comprehensive  
HR Solution  
Powered by  
Experts Plus  
All-In-One  
HR Technology

trinet<sup>7</sup>

Manual processes, limited HR expertise and outdated systems often prevent small and medium sized businesses from taking a strategic approach to HR. HR Plus provides a personalized support team and an all-in-one HR technology platform to simplify HR, payroll and benefits administration, helping you save time and money while navigating compliance and providing a smooth experience for you and your employees.

✔ **Take Time Back**

Focus on more strategic initiatives to grow your business with outsourced administrative services and automated workflows.

✔ **Optimize Your Budget**

Rely on a team with specialized knowledge in leveraging our platform to maximize efficiency across HR, payroll and benefits administration.

✔ **Adapt With Ease**

Choose the level of service that best aligns with the evolving needs of your business, giving you greater flexibility to scale as you grow.



**Time**

Time & Attendance, time off, leave of absence, scheduling



**Payroll**

Pay runs, off-cycle payroll, taxes



**Benefits Admin**

Technology to manage employee benefits, COBRA, ACA



**Collaboration**

Engagement surveys & communications



**EXPERT SUPPORT**



**Performance**

Learning management, goals, performance reviews, feedback, check-ins



**Compliance**

HR Reference Library, handbooks, federal, state and local registration, update alerts



**Recruiting**

Qualifying and hiring



## Your Dedicated Team of Experts

HR Plus provides expert HR support tailored to your business needs, all while helping to reduce the administrative burden on your internal team. Our professionals assist with HR tasks such as compliance support, payroll processing and benefits administration, so you can focus on your business.



**DEEP INDUSTRY EXPERIENCE**



**DEDICATED SUPPORT**



**A SIMPLIFIED APPROACH TO HR**

## Meet the Experts Behind HR Plus



### Lora Patterson

Lead HR Advisor

“

*I'm passionate about fostering positive workplace cultures and understand the critical role HR plays in helping businesses thrive.”*

**SPECIALTIES:**

- ★ HR Best Practices
- ★ HR Compliance Navigation
- ★ Workplace Culture

### HR Advisory

HR Advisory provides you access to advanced technology paired with a team of HR and payroll advisors. Our HR Advisory keeps things simple by advising you on your HR and payroll challenges.



### Courtney Mears

Supervisor, Payroll Tax

“

*I bring a strong attention to detail and investigative skills to help ensure that complex compliance concerns are supported with precision and integrity.”*

**SPECIALTIES:**

- ★ Payroll Tax Compliance
- ★ Precise Support

### Payroll Tax Compliance Manager

Payroll Tax Compliance Manager provides you access to advanced technology paired with on-demand payroll tax expertise to provide your company with the resources it needs to thrive. Our experts will assist with account set-ups, retroactive filings, account recoveries and ongoing payroll tax account status review for your business.



## Valeria Smith

Senior Payroll Core Services Specialist

“

*My focus is on partnering with clients to ensure accuracy, compliance and efficiency. I have been successful in building strong client relationships and providing the necessary resources and guidance for smooth payroll operations.”*

**SPECIALTIES:**

- ★ Payroll Processing
- ★ Payroll Compliance

## Payroll Manager

Payroll Manager provides you access to advanced technology paired with on-demand payroll expertise to provide your company with the resources it needs to thrive. In addition to the ability to carefully review pay runs, your dedicated payroll experts can help with both scheduled and off-cycle pay runs for your workers.



## Valentina Garcia

Lead HR Support Services Consultant

“

*I take pride in delivering a conservative, yet effective HR approach tailored to each customer. By focusing on long-term, sustainable solutions, I help enable our customers to grow and concentrate on what matters most to them.”*

**SPECIALTIES:**

- ★ Global HR
- ★ Small Business HR

## HR Manager

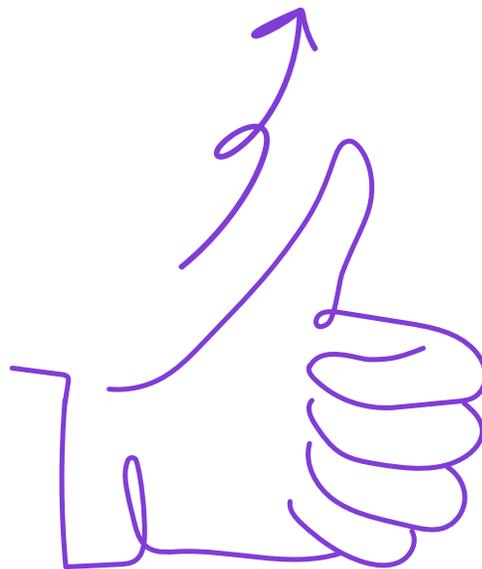
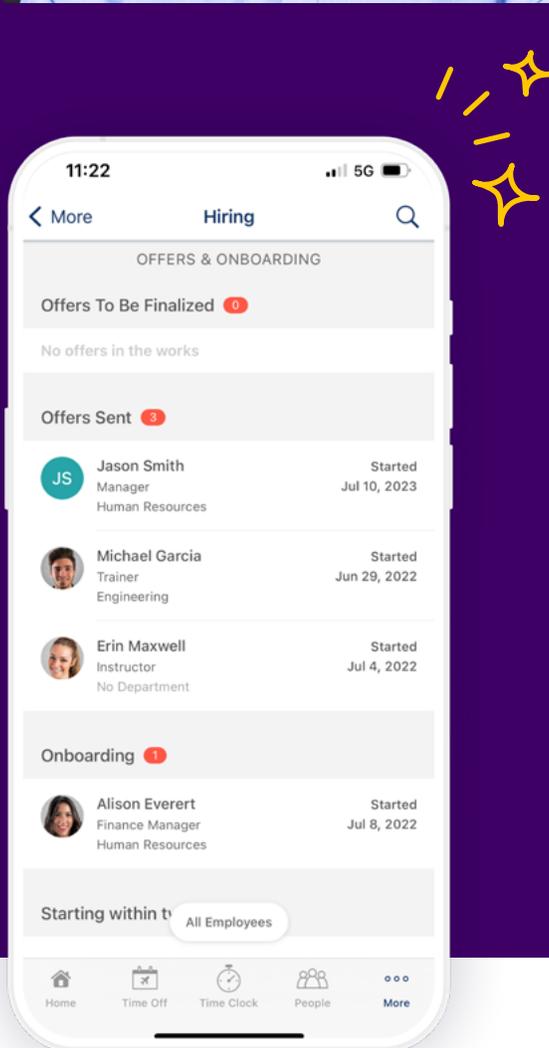
HR Manager is the ultimate solution to automate your HR and payroll with cutting-edge HR technology complemented by the support of a team of experienced professionals. Your dedicated team will help with the responsibilities of a traditional HR and payroll department providing you with up-to-date best practice guidance to help mitigate risk for your business.

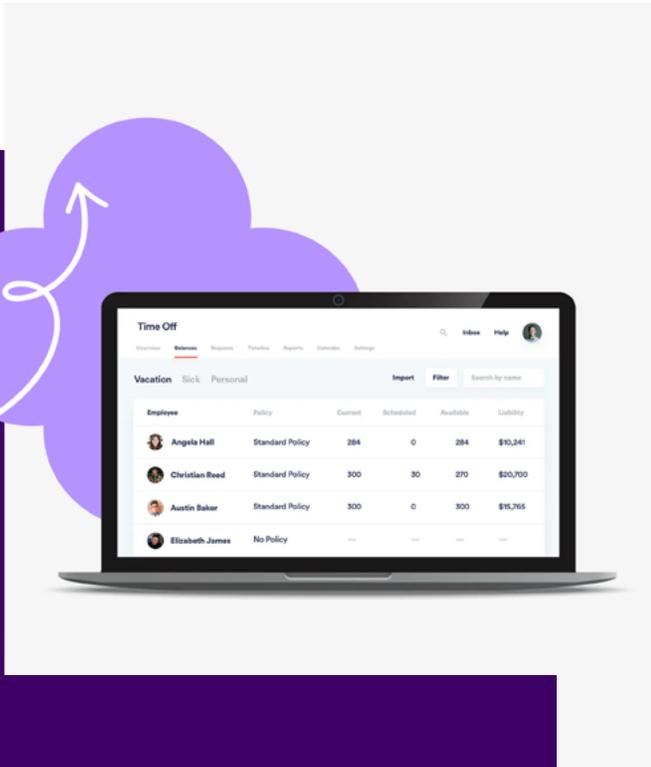


## All-in-One HR Software

As part of HR Plus, you and your service team share access to our HR platform to help automate processes across recruiting, HR, payroll and benefits.

- A single solution to help you simplify **workforce management** tasks, including onboarding, time tracking, performance management and more
- Integrated **payroll processing** software to run payroll and support payroll tax filings
- Natively built **benefits technology** to support benefits enrollment, administration and compliance
- An intuitive **mobile** app for on-the-go access for you and your employees to complete necessary HR tasks
- Established network of **integrations** that connect your existing business applications to create more efficient workflows





## Workforce Management

In addition to a team of experienced specialists, HR Plus provides intuitive tools to effectively manage your workforce, including scheduling, time tracking, compliance, employee relations and more.

### Simplify managing your entire population

From important documents like I-9 forms and employee handbooks, to time tracking and PTO management, TriNet makes workforce management easy and intuitive for both admins and employees.

#### Tools to manage your workforce in harmony:

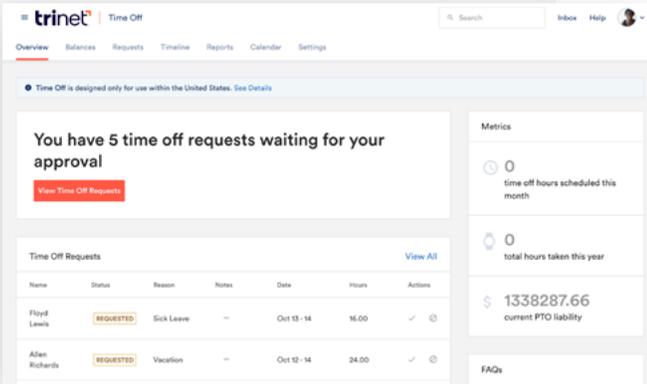
- Employee onboarding and offboarding
- Document management
- Organization charts
- Time tracking and attendance
- Scheduling
- Paid time off
- Intuitive mobile app
- Compliance support
- Business intelligence
- Engagement surveys
- Performance management
- Learning management powered by 360Learning
- People Hub
- Integrations with popular applications
- And more...

95%

OF SURVEYED ORGANIZATIONS SAID TRINET

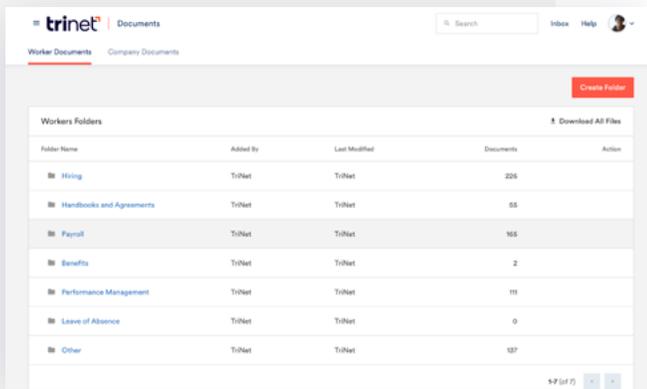
SAVES THEIR COMPANY TIME EACH MONTH.

TechValidate survey  
April 2024



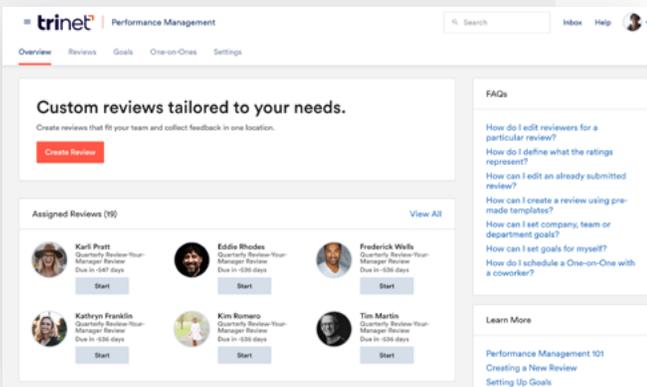
## Advance your time and scheduling workflows

Easily manage and approve time off requests, create PTO policies and set blackout dates, ensuring seamless scheduling and adherence to company policies.



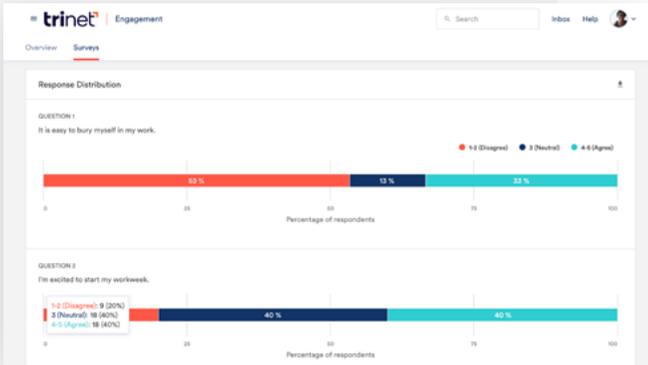
## Sort and organize employee information

Use digital records to keep your business processes streamlined and lightweight. Organize documents in folders, create custom folders while specifying which employees get access to each one, bulk download all documents, and filter views by employee type, status and more.



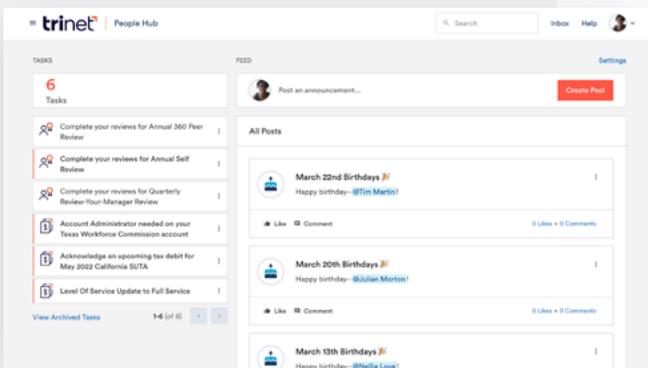
## Enhance employee performance

With performance management, leverage user-friendly tools for goal setting, performance reviews and one-on-one meetings. Easily manage review cycles, track progress and engage employees with customizable templates and a mobile-first design for anytime, anywhere access.



### Boost employee sentiment

Easily gather and act on feedback using pre-populated templates, customizable surveys and automated emails. Visualize areas of improvement, turn insights into actions, and empower employees by giving them a voice, all while streamlining your approach to engagement and boosting productivity.

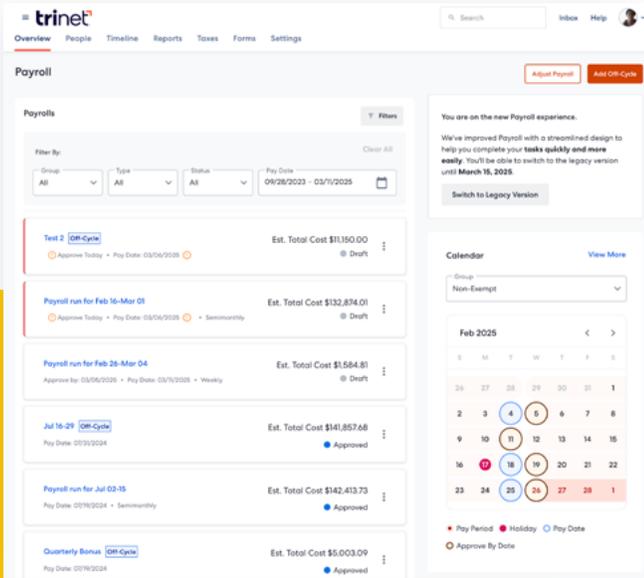


### Keep your workforce informed and connected

With People Hub, employees can collaborate and people teams can easily disseminate important information. This real-time content feed keeps the workforce informed, connected and engaged.

## WORKFORCE MANAGEMENT SERVICE LEVELS

HR ADVISORY	PAYROLL TAX COMPLIANCE MANAGER	PAYROLL MANAGER	HR MANAGER
Best practice guidance for handling difficult HR situations			
Best practice guidance on employee separations			
Best practice advice for company policies and handbooks			
	×		Dedicated HR manager (SHRM certified)
	×		Third-party intermediary for employee complaints
	×		Employee on/off-boarding support
	×		Policy and procedure review



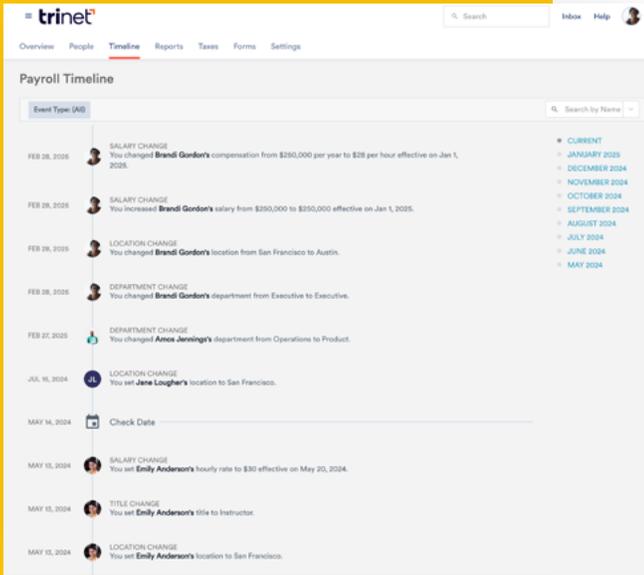
# Payroll

HR Plus combines a range of payroll services with a more intuitive, intelligent and connected payroll technology solution. From payroll processing and best practice guidance to payroll tax calculations and filing, our team of experts work alongside you to simplify complexity and save time.



## ADVANCED PAYROLL PROCESSING FEATURES INCLUDED:

- Unlimited pay runs
- Garnishments support
- Direct deposits
- Tips reporting
- Payroll tax filing
- Multiple pay schedules & pay rates
- Independent contractor payments
- General ledger reporting
- Dynamic mobile paystubs
- And more...



### Synchronize for success

A direct sync of earnings, deductions and payroll tax information within a user-friendly interface helps you confidently pay your workforce with greater ease and accuracy. Payroll timeline and pre-built reports give you the ability to track when changes occur and how payroll is distributed across your workforce.

### Stay balanced

Integrations with popular accounting and retirement savings platforms help your business improve efficiency.

### Access federal R&D tax credits faster

When you work with Clarus R+D, you can elect to offset certain payroll tax liability with your R&D tax credits on each payroll run, so you don't have to wait for the tax credit from the IRS. Track utilization in real time until your full tax credit amount is applied.

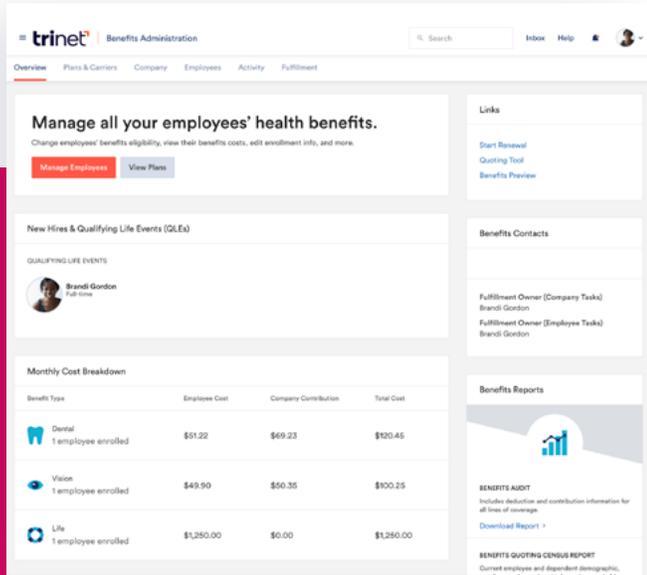
### Simplify payroll taxes and filing

Let our payroll processing software and team of payroll tax experts help take care of the heavy lifting.

- Remit and file payroll tax filings for federal, state and local levels and Form 1099 filing to the IRS
- Report to the appropriate state when an employee is hired
- Provide employees access to electronic W-2 and independent contractors access to Form 1099

## PAYROLL SERVICE LEVELS

HR ADVISORY	PAYROLL TAX COMPLIANCE MANAGER	PAYROLL MANAGER	HR MANAGER
Best practice guidance on payroll compliance			
X	Expert assistance with payroll tax account setups and ongoing review of payroll tax accounts		
X-	X	A dedicated payroll manager who provides hands-on assistant payroll runs, reporting and more	



## Benefits Administration

As your company grows, HR Plus gives you the flexibility to expand administrative and compliance support as well as your benefits offering through integrated benefits technology. Our experts have access to the same technology, providing your team with best practice guidance on managing certain administrative tasks.

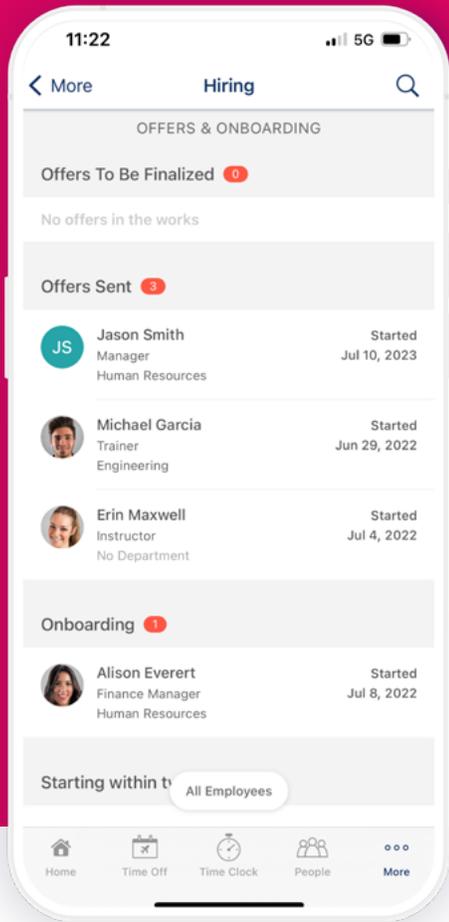
### Expand coverage with ease

Support enrollment and administration of virtually any type of benefit, including core medical coverage, voluntary benefits and flexible spending accounts. Plus, TriNet Perks offers employees access to exclusive discounts on entertainment, dining, apparel and more.

### Simplify open enrollment

A step-by-step checklist simplifies open enrollment setup with the ability to add new coverage, renew existing plans and personalize communications in minutes.





### Empower employees

Whether it's new hire onboarding, open enrollment or life status change, an intuitive enrollment experience and mobile app make it easy for employee to understand and access their benefits—anytime, anywhere.

### Automate important tasks

- **ACA compliance support:** Track employee eligibility status and automate ACA reporting.
- **COBRA administration:** Access integrated support and automate notifications.
- **Electronic data interchange (EDI):** Automate data exchange with leading insurance carriers.\*

\* Group size requirements vary by insurance carrier. Additional fees apply.

## BENEFITS ADMINISTRATION SERVICE LEVELS

HR ADVISORY	PAYROLL TAX COMPLIANCE MANAGER	PAYROLL MANAGER	HR MANAGER
Best practice guidance on how to work with your broker to support benefits administration through our HR platform			
×	×	Provide support for benefits-related deductions and reimbursements entered in the platform	
×	×	×	Support setting up client-sponsored benefits plan in the platform
×	×	×	Assist with available reporting on client-sponsored employee benefits administered in the platform

# HR Plus Service Options



Our service levels are meant to address the specific needs of your business, while also being flexible, so you can adjust selection as your business changes.

HR ADVISORY	PAYROLL TAX COMPLIANCE MANAGER	PAYROLL MANAGER	HR MANAGER
Gain access to a team of HR and payroll experts, for advice when questions and issues arise	Expert assistance with payroll tax account setups and ongoing payroll tax review	A dedicated payroll manager to handle your payroll runs	Comprehensive support for HR and payroll tasks, from a dedicated team of experts

**All-in-One HR Platform for Workforce Management, Payroll and Benefits Administration.**

	Everything in <b>HR Advisory</b> plus:	Everything in <b>Payroll Tax Compliance Manager</b> plus:	Everything in <b>Payroll Manager</b> plus:
<ul style="list-style-type: none"> <li>• Best practice guidance for handling difficult HR situations</li> <li>• Best practice guidance on employee separations</li> <li>• Best practice review of company policies and handbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll tax account set-ups</li> <li>• Jurisdiction recoveries</li> <li>• Ongoing payroll tax jurisdiction review</li> <li>• Closure of inactive payroll tax accounts</li> <li>• Payroll tax compliance review</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated payroll manager (Certified Payroll Professional “CPP”)</li> <li>• Pay run review</li> <li>• Workers’ compensation payroll reporting</li> <li>• Review and support payroll updates</li> <li>• Payroll guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated HR manager (SHRM/ HRCI certified)</li> <li>• Third-party intermediary for employee complaints</li> <li>• Employee on/off-boarding support</li> <li>• Policy and procedure best practice</li> <li>• HR guidance</li> <li>• HR operations review</li> </ul>

## About TriNet

TriNet (NYSE: TNET) provides small and medium-size businesses (SMBs) with full-service HR solutions tailored by industry. To free SMBs from HR complexities, TriNet offers access to human capital expertise, benefits, risk mitigation and compliance, payroll and real-time technology. From Main Street to Wall Street, TriNet empowers SMBs to focus on what matters most—growing their business.

Go to [TriNet.com](https://www.trinet.com) to get started or speak with a TriNet representative at **888.874.6388**.

