

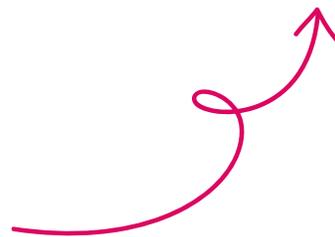


# OUTSOURCED HR SERVICES PLUS COMPREHENSIVE TECHNOLOGY

HR Plus simplifies HR, payroll, and compliance for small and medium-sized businesses. With our personalized support team and all-in-one technology platform, we help you save time and money while navigating compliance and providing a smooth experience for you and your employees.



- ✓ **Save Time**  
Outsourcing HR and payroll tasks to dedicated professionals along with easy-to-use technology allows you to focus on core business activities rather than spending time on administrative HR functions.
- ✓ **Gain Expertise**  
Gain access to an HR team with specialized knowledge in various areas of HR, including payroll processing, benefits administration, compliance with employment-related rules and requirements and employee relations.
- ✓ **Cost Effective**  
By outsourcing certain tasks, you can free up in-house HR professionals to focus on more strategic and valuable initiatives, while also reducing the need for additional personnel.
- ✓ **Scale your Business**  
Comprehensive HR technology, combined with a range of service level options, provides scale and agility to your business. This allows you to easily adapt to changes, such as business growth.



# Service Levels That Scale With Your Business

HR Plus is available at various service levels, allowing you to choose the option that best aligns with the evolving needs of your business.

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.	Gain access to a team of HR and payroll experts, for advice when questions and issues arise.	A dedicated payroll manager to handle your payroll runs.	Comprehensive support for HR and payroll tasks, from a dedicated team of experts.
<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>	<p><b>Everything in HR Advisory plus</b></p> <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>	<p><b>Everything in Payroll Tax Compliance Manager plus</b></p> <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>	<p><b>Everything in Payroll Manager plus</b></p> <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>

## All-in-one Software

Our HR platform is included with HR Plus and is accessible to you and your outsourced service team to help automate processes across recruiting, HR, payroll and benefits so you can focus on what matters most—your people.



### Time

Time and attendance, time off, leave of absence, scheduling



### Payroll

Pay runs, off-cycle payroll, taxes



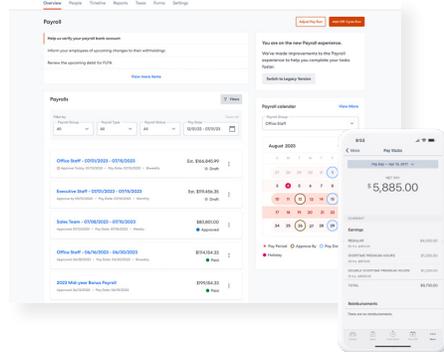
### Benefits Admin

Technology to manage employee benefits, COBRA, ACA



### Collaboration

Engagement surveys and communications



### Performance

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



### Compliance

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



### New Hires

Applicant tracking,\* onboarding, document management

\*Add on

