



SERVICE DOSSIER

Four service areas. One complete solution.



Radically reduce the complexity of running your business with just one simple payment per payroll cycle.

You can have an entire team of experts working for you to handle employee related details and paperwork. We are a professional employer so you don't have to be.

Find relief from:

- A** Administrative burdens
- B** Business costs
- C** Compliance risk

In the four areas of:

1. Payroll & Tax
2. Employee Benefits
3. Work Comp & Safety
4. HR & Compliance

Payroll & Tax

Payroll Services

We make payroll a simple and easy process for your business.

- **Check Preparation**
- **Direct Deposit Processing and Pay Cards**
- **Paperless Pay Stub Solutions**
- **Payroll Reporting** - We work with our clients to determine their needs and provide reports as needed from our large library.
- **Federal, State and Local Tax Withholding Calculations**
- **W-4 Form Management**
- **State Withholding Form Management**
- **QTD/YTD Reporting**
- **Vacation/PTO/Sick Leave Tracking**
- **Benefit Premium Collection**
- **Wage Garnishments**
- **Tax Lien and Child Support Orders**
- **New Hire Reporting**
- **Savings, Vacation, and Christmas Clubs** - Helps you and your employee budget and save for special events with automatic payroll deductions
- **ezWEB** - client self-service to process and submit payroll, run reports and more.

- **General Ledger Mapping** from payroll in several different formats (including Quickbooks)
- **Customized imports** for payroll from your timekeeping system or excel spreadsheets.
- **Vendor relationships** for time and attendance - just need to ask and we will work to find the best fit and guide the process to get them setup.

Tax Reporting and Support

Hassle free. We make all the withholding and payments to all the tax agencies for you.

- **Federal, State, and Local Payroll Tax Liabilities:** Income tax withholding, FICA, and Medicare tax Deposits, Preparation, and Filing payroll tax returns: daily, weekly, monthly, quarterly, and annual
- **Federal and state Unemployment Tax liabilities:** Deposits, Preparation, and Filing
- **W-2 Preparation** and delivery with Electronic Delivery Options
- **Proactive Payroll Tax Management**
- **Online Employee access** to view personal information and earning statements.





Employee Benefits

Employee Benefits Services

We make it simple and easy to turn your benefits package into a powerful tool to help you recruit and retain the talent you need.

- **ACA 1094/1095 reporting** (*additional cost*)
- **Employee Benefits Administration and Plan Management** - Including new hire enrollments, mid-year life event enrollment changes, annual enrollment, carrier billing and ACA tracking (for ALE's).
- **Pre-tax Payroll Deductions** - Benefit plans can be set-up under an IRS Section 125 cafeteria plan so that premiums can be deducted before taxes.
- **COBRA Administration** - Required notices, premium collection and continuation of coverage for both state and federal mandates.
- **Customized Slavic 401k Plans** - Joining the Employers Resource 401(k), clients can customize eligibility and contribution rules within IRS guidelines.
- **Health Plans** - Take advantage of large group premium rates while using reliable Vision and Dental plan coverages.
- **Accident Insurance and Hospital Insurance** - Plans to help support you through planned and unplanned events.
- **Basic Group Life & AD&D Insurance and Supplemental Life Insurance** - Helping your loved ones in the event of death.
- **Short Term Disability and Long Term Disability Plans** - Supplemental income to help offset expenses when you are unable to work due to a non-work related injury or illness.
- **Health Reimbursement Arrangement (HRA)** - Employer contributions can be put in a tax-free account to help reimburse employees' out of pocket medical, dental and vision expenses.
- **Pre-tax Flexible Spending Accounts** - Using FSA-Health or FSA-Dependent Care, Employees can set aside income on a tax-free basis to be reimbursed for qualified expenses during the year.
- **EAP/Work Life Program** - Concierge and consulting services to help you navigate through life challenges including no-cost single or family counseling, legal and financial services, as well as wellness resources and tools. Helping employees reach their goals towards maintaining and/or achieving better health.



HR & Compliance

HR & Compliance Services Included

Save up to 100 hours per month of your valuable time by outsourcing your HR tasks.

- **Human Resources Management**
- **Consulting** from a team of seasoned experts
- **Personnel File Maintenance**
- **Personnel Form Management**
- **Unemployment Claims Management**
- **FLSA Regulation Expertise**
- **DOL Compliance Expertise**
- **Ongoing Regulation Compliance Guidance**
- **Employment Law Posters** - We provide updated and current versions to all of our clients.
- **I-9 and E-Verify Form Management**
- **Employee Handbooks** - We will work with the client to complete a questionnaire and produce these for the client. We provide an electronic document for the client to print and distribute.
- **Job Descriptions**
- **Performance Review Material**
- **Online Training** - Custom, needs-based HR Training modules can be conducted through on-line access or onsite.

Specialized Services

We also offer these additional services. Make sure to ask about our ADR program!

- **Alternative Dispute Resolution Program** - Our one-of-a-kind mediation and arbitration service (ADR) will keep you out of the courtroom and protected.
- **Background verification** service referrals
- **Drug Testing Services** in compliance with latest standards.





Work Comp & Safety

Workers' Compensation, Safety, and Risk Management Services

A better way of controlling costs, managing claims, and implementing risk strategies.

- **Easy, personal, claim reporting** - You have the option of calling in the claim at our 1-800 number or emailing or faxing a simple claim form. We will complete the State required form and send you back a copy.
- **Professional Claim Administration** - We have an experienced staff and work closely with our clients and the insurance adjuster to ensure the claim is handled per “best practices” protocols.
- **Injury Management** - We provide an experienced Injury Management Coordinator to assure that the employee receives timely and quality medical treatment at the time of the injury and throughout the life of the claim. We request nurse case managers and/or second opinions when necessary.
- **Cash Flow Friendly Premiums** - No deposits! As payroll is run, premium is calculated and charged.
- **No audits or surprises** that you owe additional premium. We handle any and all audits from our insurance carrier.
- **Best Pricing Negotiation** - Taking in mind your losses, we will give you the best pricing possible. We offer programs to reduce your ultimate premiums.
- **State Reports Filing** to carrier so that they can perform all State Report filings.
- **Safety Rebate Program.** Our unique safety program provides discounts on your premiums and an experienced Safety Team to help you implement the program. Earn back 5% of your premium!
- **Safety Training** in a variety of formats
- **Risk Management Inspections** - On-site risk assessments..
- **OSHA Requirement Consultations-** We provide written OSHA compliance programs for our clients for all applicable OSHA standards.
- **Participating Discount Program.** By electing this program and selecting a deductible per claim, you will reduce your overall premium.
- **Back to Work Programs.** The #1 way you can reduce the cost of claims, which affects your experience and ultimate premium costs. Our Safety personnel and Injury Management Coordinator will assist you in putting together a program that works!
- **Executive/Owner Payroll wage-caps honored**
- **Certificate of Insurance Processing.** In most cases, Certificates are processed and sent to you a matter of hours, if not minutes!
- **Post-accident drug testing** - We will assist clients in developing and implementing a post-accident drug testing program that meets all OSHA requirements.





Differentiators

What Sets Us Apart

Our loyal clients across the United States will tell you, when they looked at PEOs, they found Employers Resource to be totally unique. Here are just a few reasons they decided that Employers Resource was the ONLY choice.

1. 100% Written Guarantee

We state, in writing, that if we fail to meet or exceed your expectations for any reason, we will not only refund 100% of your fees, but we'll pay the cost to convert you to the competitor of your choice.

2. Amazing client Loyalty

Nearly 85% of our clients have been with us for more than 5 years. and more than a handful have been with us for more than 20 years!

3. Unparalleled Multi-State Experience.

We have served clients in all 50 states for more than 30 years.

4. Excellent Alternate Dispute Resolution Process

We virtually guarantee our clients they will never set foot in a courtroom due to an employee dispute or grievance.

5. Outstanding Safety Program

Our Workers Compensation and Safety Programs actually pay clients for good performance and can be customized to meet their unique requirements.

6. Incredible Stability

Other PEOs have come and gone, but we've kept trailblazing for over 30 years, enjoying long-term relationships with key partners.

7. Personalized Local Service

We have 8 regional support locations across the country. When you call us, you always get to speak to a person who knows your business. Never have your call transferred to a call center.

What Our Clients Say About Us

Employers Resource enjoys a client retention rate above 87%. More than a handful of our original clients have continued to choose us for over 25 years. We are proud of our reputation as the PEO who simply cares more about our clients and protecting their dreams. Here's what few clients have to say about us...

"Employers Resource takes away the burden of payroll, payroll reporting, payroll taxes, benefits, and has staff available to guide us through the legal concerns dealing with employees."

- Doug and Darla Thornton - San Antonio, TX

"I wanted to sincerely thank you for all you did to help us with our business over the past three years. You were always so responsive, honest, supportive and professional in all of our interactions. It is a challenging and lonely experience to manage the stress of small business ownership. I appreciated your kindness and understanding during my difficult times and having a supportive voice to interact with and laugh with."

- Lee Grande - Jacksonville, FL

"The key to our success is customer satisfaction. By offloading our HR workload to ERM, we're able to focus 100 percent on our customers. And that's made all the difference in the world. Thanks to our relationship with Employers Resource, we're able to give back to our employees by offering great benefits. And we don't worry about payroll, taxes, workers comp, or regulatory compliance. Employers resource handles it all for us."

- Cary and Lynn Hooper - Meridian, ID

"We highly recommend that all of our franchisees 'outsource' one of the most complex areas of their business - human resource management- and everything that comes along with it. Employers Resource's approach as a Professional Employment Organization systemizes this complexity and puts it in the hands of the experts. We have worked with them over a decade - what are you waiting for?"

- Doyle James - Waco, TX

"You guys are a real game changer that most feel they can't afford, when in actuality, they can't afford not to!"

- Bob Tuck - Naples, FL

"They are a top-notch company providing outstanding customer service to decrease administrative burden and reduce HR legal exposure both in payroll and OSHA compliance. They are not just a payroll company or employee leasing company they are partners standing together with us. You will be hard-pressed to find another provider who can stand toe-to-toe with Employer's Resource. I encourage you to speak with someone from their capable team today!"

- Joel Worthington - Waco, TX

"Employers Resource is like finding a secret weapon for your business. They understand what business owners need help with and how to handle the details."

- Jay Hall - Franklin, TN

"Finding quality vendors that have a commitment to customers no matter what can be difficult. It's their commitment to customer service and to the success of others that makes Employers Resource stand out."

- Luke Stanton - Waco, TX

The Stories Go On....

We are passionate about protecting the American Dream one business at a time. At the end of the day, our clients are what inspire us, and make our jobs worth doing. Employers Resource is blessed to work with customers across the United States, representing businesses that are large and small.



About Employers Resource

Founded in 1985, Employers Resource lightens administrative burdens, reduces business costs, and provides regulatory compliance relief to business leaders who believe in the spirit of entrepreneurship.

Details like administrative HR tasks and regulatory compliance can keep business leaders from doing what you love and do best. We exist to remove these details that distract you from your calling. Our mission is to protect and set free the bold spirit of entrepreneurship one dream, one business, and one paycheck at a time.

- We don't use call centers. We take pride in having the most high-touch, flexible, and personal service in the industry.
- We employ a family of friendly and knowledgeable experts with servant hearts working towards your success.
- Transparent billing + Simple Agreements = Long lasting client relationships.
- Operate in all 50 states.
- Pioneers in the industry for over 31 years.
- Each client is assigned a client service coordinator and payroll team from one of our regional service offices spread around the country.
- Strongest 100% satisfaction [guarantee](#) in the industry.



Stay bold. Stay free.

Contact us today to receive a free, no obligation quote.

Call **1 (800) 574-4668** or visit us at employersresource.com