

# Paychex PEO Your Professional Employer Organization



**PAYCHEX**<sup>®</sup>  
HR Services



Human Resources  
for Today's  
Entrepreneur

# Comprehensive Human Resource, Payroll, and Benefits Administration

## Human Resources for Today's Entrepreneur

Paychex PEO is the professional employer organization of Paychex, Inc., which serves more than a half million businesses nationwide and has more than forty years of experience in the administration of human resource, payroll, and benefits programs.

Paychex is a cost-effective alternative to delivering comprehensive benefits with a minimum commitment of your time and manpower.

Here's how Paychex works for you:

- You retain control of your employees and your daily operations,
- Gain access to the PEO's broader benefit options,
- Outsource your payroll processing, employee benefits administration, and certain human resource services to Paychex,
- Retain an HR professional and team of specialists assigned to your business, and
- Paychex becomes your co-employer.

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## Increase Productivity and Manage Risk

Each Paychex PEO client is assigned an HR professional and a safety and loss representative supported by a team of specialists in payroll and benefits administration.

They are dedicated to:

- helping you stay in compliance at the state and federal level,
- simplifying complex and ever-evolving legislation including health care reform,
- aiding your HR management and administration,
- helping with employee training, handbook development, safety manuals, and
- introducing you to technology solutions that make it easier to manage your business.

## Recruit, Hire, and Retain the Best Employees

Paychex PEO helps you offer comprehensive and competitive health insurance, benefits, and retirement plans that are equal to those offered by some of the nation's largest companies. This provides the opportunity to recruit qualified, productive employees and reduce turnover.

# You Take Care of Your Business, Paychex Handles the Details

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## Human Resource Management

- On-site management and employee training
- Paychex Learning Center – online seminars
- Regulatory compliance assistance
- Required state and federal labor posters
- Job descriptions
- Personnel forms
- Industry compensation tables
- Employee handbooks
- Human Resources Online

## Benefits Administration

- Health advocacy service – personal assistance with employees' health care issues
- Employee call center
- Employee and employer Web-based self-service for benefits enrollment and changes
- Employee assistance program (EAP)
- COBRA administration
- Health care reform compliance

## Insurance Plans

- Medical
- Dental
- Vision
- Disability
- Life
- Employer Web-based application for health insurance administration

## Section 125 Plans

- Premium Only Plan (POP)

## Paychex Benefit Accounts

- Flexible Spending Account (FSA)
- Health Savings Account (HSA)

Consult your tax advisor for state applicability.

## State Unemployment Insurance Administration

- Claims administration
- Teleconference representation for claims hearing where permitted by law







## 401(k) Retirement Plans

- Flexible design options – 401(k), safe harbor, profit sharing
- Wide assortment of investment elections from major fund families
- Quarterly compliance testing
- Preparation of required forms
- Participant enrollment
- Online account management
- Employee loan administration
- Online participant account management

## Worksite Management

- Safety and loss control consultation, analysis, and program development
- Employee training
- OSHA federal/state mandatory program development
- Workers' compensation administration, including assistance with workers' compensation claims

## Payroll Administration

- Phone, fax, and online options
- Transparent flat fees for administration and taxes, and itemized statements
- Payroll checks or direct deposit statements, signed, inserted into envelopes, ready for distribution

- Employee earnings statements
- Payroll journals that detail current payroll information
- Department summaries
- Paid time off (PTO) tracking and reporting
- State and federal withholding and payroll tax deposits and returns, including federal and state unemployment
- New-hire reporting to government agencies
- Garnishment payment service
- Labor distribution and job costing
- Report generation

## Optional Services\*

- Time and labor management
- Pre-employment testing services
- Tax credit services
- Employment practices liability insurance (EPLI)
- Background checks

\*Additional charges may apply.

# Your Highly Trained Professional Team

Paychex PEO can help you manage your HR and benefits administration



\*Additional charges may apply.

†Offered through a third-party provider.

Your assigned Paychex HR professional works with you to facilitate in-depth support for your HR and benefits program administration.

Call today to find out more about Paychex PEO.

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800-322-7292

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