

Knowledge and Experience

► Your Dedicated Team is Here to Help

Your Paychex PEO includes an HR professional and a safety representative supported by a team of specialists in payroll and benefits administration. All at the ready to assist you with payroll, workplace safety, insurance, and much more.

Human Resource Management

- On-site management and employee training
- Paychex Learning Center – online seminars
- Paychex HR Online
- Risk assessment
- Regulatory guidance
- Required state and federal labor posters
- Recruiting and onboarding
- Job descriptions
- Personnel forms
- Industry compensation tables
- Employee handbooks

Benefits Administration

- Health advocacy service – personal assistance with employees' health care issues
- Employer shared responsibility administration
- Employee call center
- Employee and employer Web-based self-service
- Employee assistance program (EAP)
- COBRA administration
- Health care reform compliance
- Employee discount program

Insurance Plans

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



PAYCHEX[®]
HR Services

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
- 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 onsite or online
- OSHA federal/state mandatory program development
- Workers' compensation administration and claims assistance

Professional employer organization (PEO) services are sold and provided by Paychex Business Solutions, LLC (PBS) and its affiliates, which are registered and licensed to sell and provide PEO services, including in Florida. PBS FL license numbers are Paychex Business Solutions, LLC, GL7, PBS of Central Florida, LLC, GM14, PBS of America, LLC, GM46, Paychex PEO I, LLC, GM455, Paychex PEO II, LLC, GM456, Paychex PEO III, LLC, GL193, Paychex PEO IV, LLC, GM519 and Paychex PEO V, LLC, GM 522.

Payroll Administration

- Flexible service model allows for phone, secure online portal, or mobile app communication
- Transparent flat fees for administration and taxes on 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
- Online report center – 140+ reports
- Employee access online

Optional Services*

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

*Additional charges may apply.

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Payroll • HR • Retirement • Insurance

844-846-7823

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