



**HR / COMPLIANCE / NEW COVID GUIDELINES**



**PAYROLL / RISK MANAGEMENT / BENEFITS**

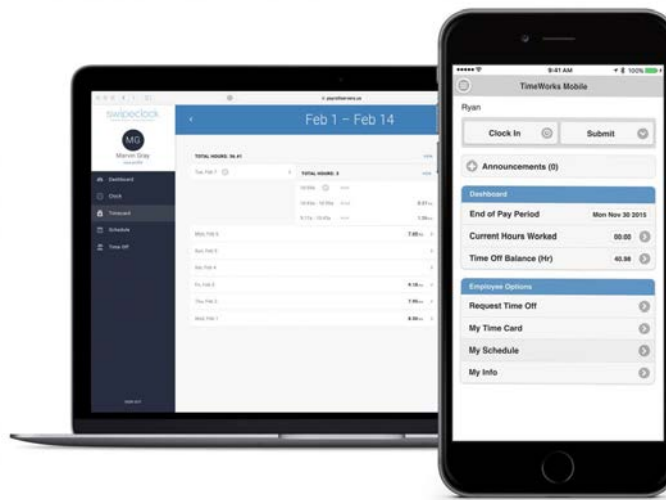
**Efficiently Operate  
And Grow Your  
Business**

# PAYROLL ADMINISTRATION

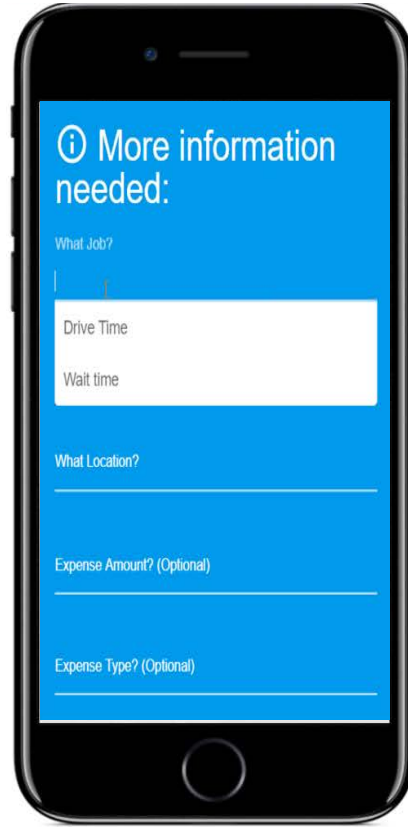
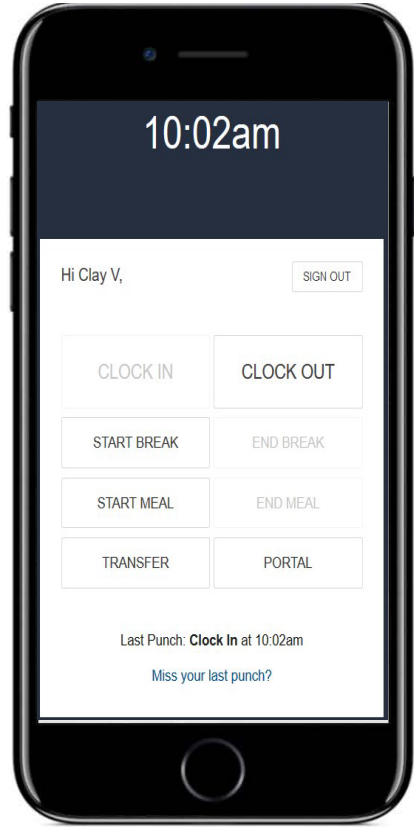
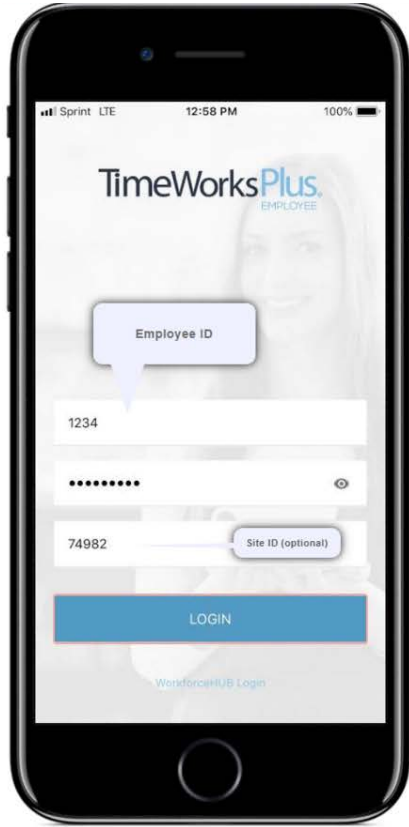
(Avg. 1%-4%) \_\_\_\_\_%

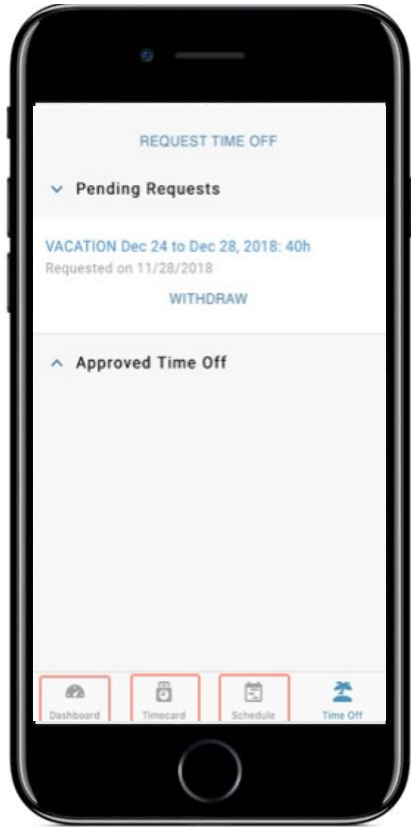
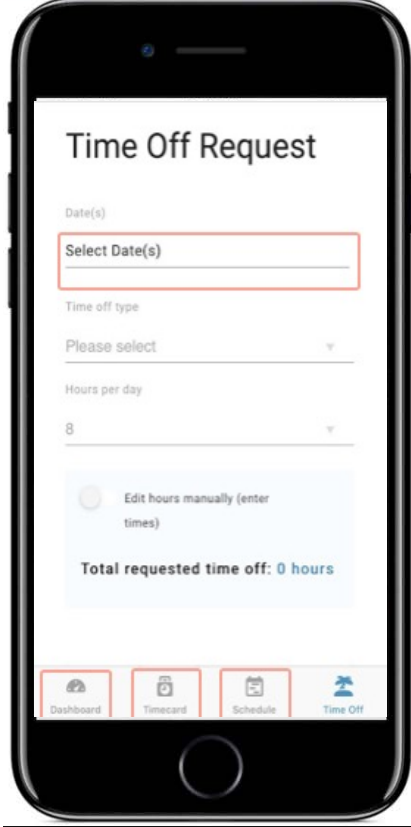
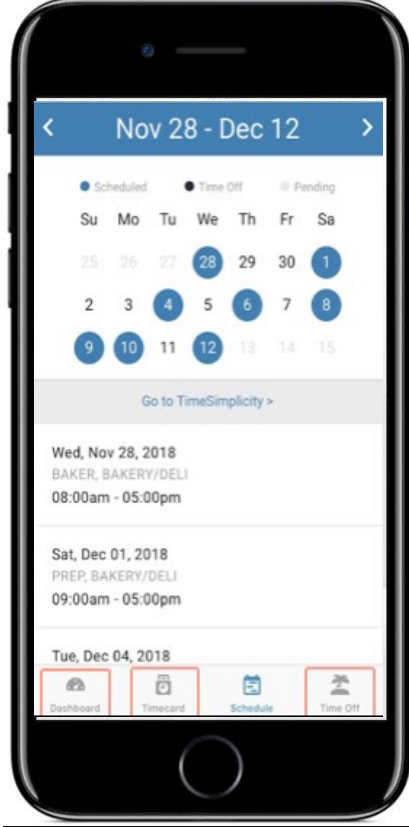
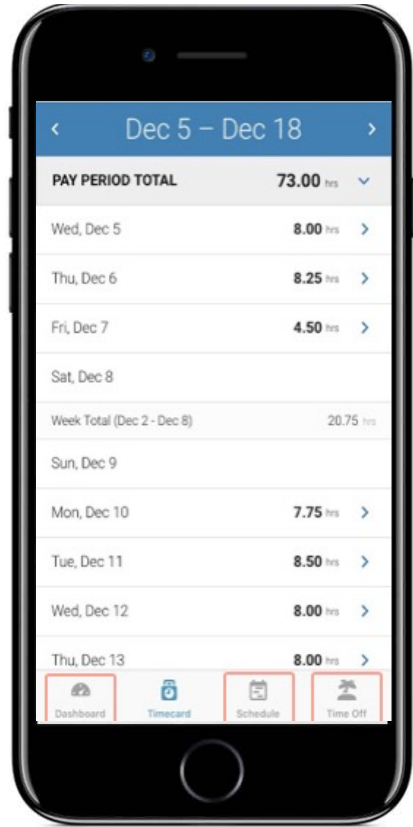
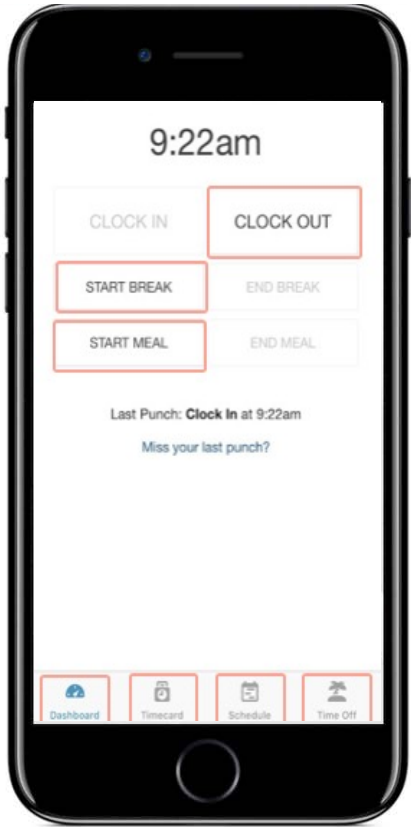
- Complete Payroll Services
- Direct Deposit
- Payroll Delivery
- Robust Reporting
- General Ledger Interface
- New-Hire Reporting
- Payroll Pay Card
- Benefit Coordination
- ACA Compliance
- PTO Tracking
- Online Platform for Managers and Employees
- Payroll Apps
- Garnishment Administration
- 401K Reporting
- 940, 941, W-3 and W-2 Administration & Processing
- PPP Loan Reports

# Time & Attendance Administration



- Eliminate Missed Punches
- Attendance Tracking for Compliance
- Overtime Management
- Data Security
- Time Off Management
- Adds and Deletes
- Time Off Accruals
- Mobile Apps
- Employee Notifications
- Break & Meal Management
- Buddy Punching Prevention
- GEO Fencing





# HR ADMINISTRATION

(Avg. 4%-8%) \_\_\_\_\_%

- New Hire Onboarding
- Employment Verification
- Employee File Auditing
- Work Comp & OSHA Management
- Safety Audits and Trainings
- Background Checks
- Performance Review Management
- Company Handbook Development and Updates
- Management and Employee Trainings
- Unemployment Claims Administration
- State and Federal Forms Resources
- Alerts and Notifications
- HR Forms and Documents
- HR Tracking & HR Trainings
- Employment Law Support
- HR Compliance
- HR Checkups
- Compensation and Benefit Planning
- Employee Relations Guidance
- EPLI – Employee Practice Liability Insurance
- Employee Discipline
- Drug Testing
- Wage & Hour Audit Assistance

# EMPLOYEE DIRECT FINANCIAL SERVICES

(Avg. 1%-2%) \_\_\_\_\_%

- Holiday Savings Fund
- 401-K
- Medical
- Dental
- Vision
- HealthPERX
- Supplemental – Term Life & AD&D
- Cash Value Life Insurance
- Income Replacement Policies
- Accidental Policy Coverage
- Cancer Insurance
- Benefit Administration

# Business Insurances

**How much are you annual  
profits are lost due to no  
Business Insurance  
Administration?**

Who is administrating, negotiation, auditing class codes,  
adds and deletes and so on?

- General Liability
- Commercial Property
- Business Income
- Professional Liability
- Workers Compensation
- Data Breach
- Commercial Umbrella
- Commercial Auto



# RESPONSIBILITIES



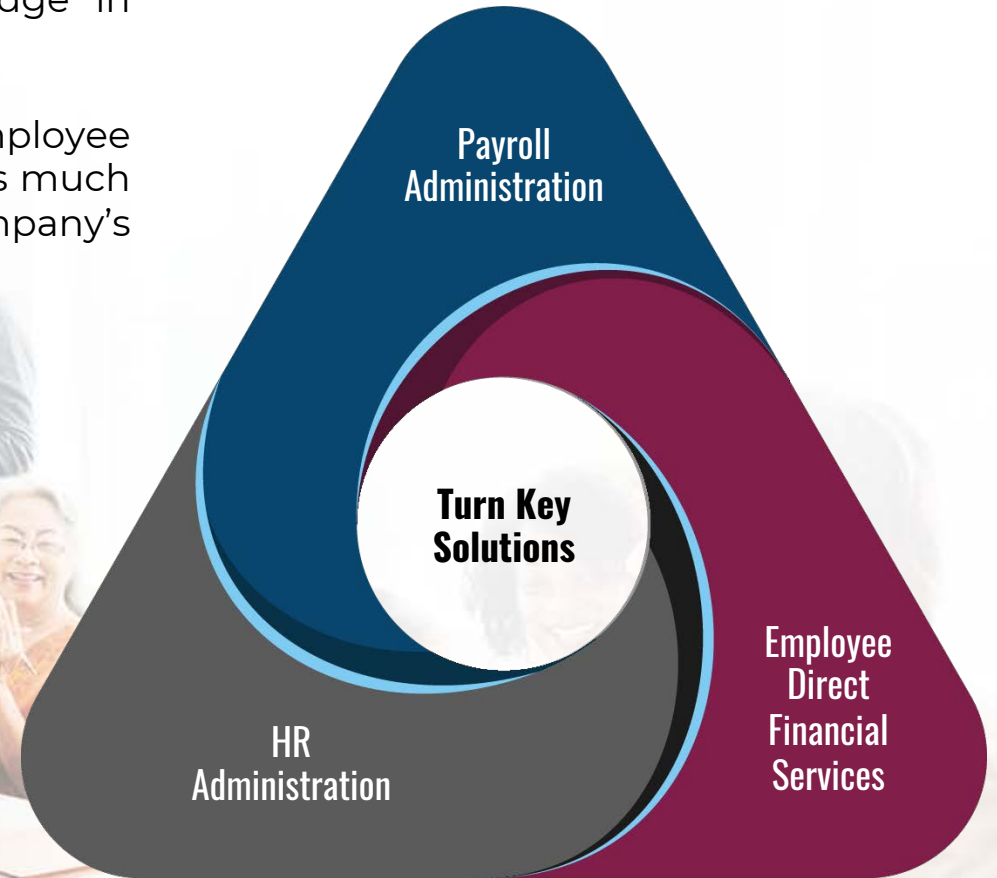
## Weekly / Monthly / Annually

PAYROLL	TAXES	WORKERS' COMP & RISK MGT.	EMPLOYEE BENEFITS	SUPERVISION	HIRING & FIRING
Report Hours	FICA	Find Coverage	Health	Pay Increases	<b>PREPARE &amp; REVIEW</b>
Compute Pay	Fed W/H	Negotiate Rates	Dental	Discipline Notice	Employee Apps.
Compute W/H	State	Inquires	Vision	<b>PREPARE &amp; REVIEW</b>	Discharge Notice
Compute Deduct	SUTA	Claims	Life	Mgt. Reports	Advertising
Compute FICA	FUTA	Down Payment	Section 125	Overtime	Screening
Write Checks	940	Pay Premiums	401(k)	Dept. Costs	Reference Check
Reconcile Accts.	941	Return to Work	COBRA	Product Costs	W-4
<b>TRACK:</b>	W-2	Safety Programs	Claims Administration	Employee Handbooks	State Withholding
Vacation	Penalties	Audits	Rate Negotiation		I-9
Sick Pay			Employee Changes		Employee File
Eligibility Dates			Premium Payments		Management
Probationary Period					New Hire Reports
Mgt. Reports					
Employee Verification					

# DELIVERING EMPLOYEE ADMINISTRATION TO THE WORKPLACE

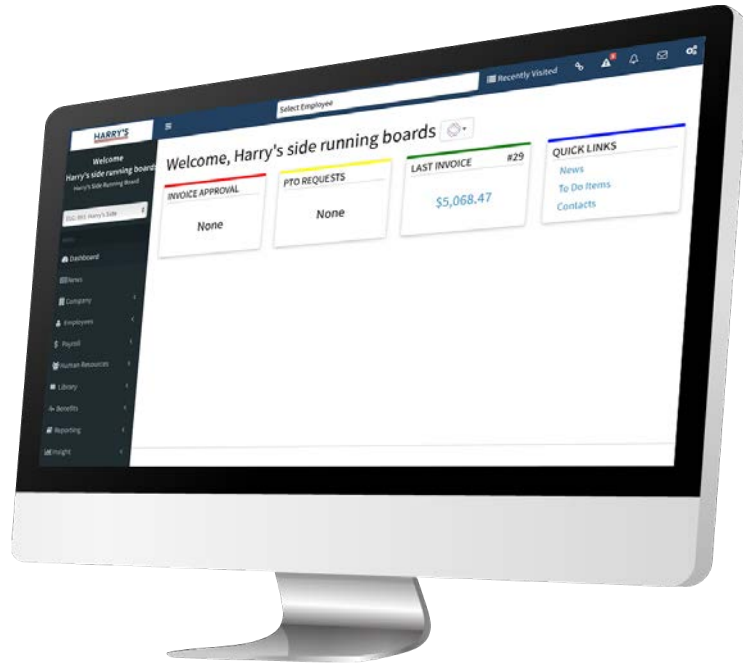
At Advisor HR we provide Employee Administration Solution that help business reduce cost, ensure compliance, and offer owners a complete edge in employing the best talent in their industry.

Employer benefits are seen directly on their P&L statements and the employee benefits are that of a Fortune 500 company. Employee Administration is much more than payroll processing it is aiding in the improvement of your company's operational efficiencies and allowing you to be the employer of choice.





# COMPLETE HRIS ONLINE SYSTEM



As a Professional Employer Organization (PEO), Advisor HR can bundle payroll, compliance, HR, and benefit administration under our umbrella, and help administer employment-related responsibilities for you. Plus, with our group buying power, you get access to insurances and other perks at more affordable rates.

# RUN MORE COST EFFICIENT LETS TALK



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