



You're In The Driver's Seat! Choose the Right Road for Human Resource Management

The MBA PEO is administered by Abel HR, a Certified Professional Employer Organization. We enter into a contractual relationship with your company, allowing us to share and manage many human resource responsibilities and employer-related risks and liabilities.

Workers become employees of both companies. You maintain control of managing and operating your company day-to-day. The MBA PEO provides Human Resource services, employee benefits, payroll and payroll taxes, risk management and workers' compensation.

Benefits to Your Business

- Save Time & Money
- Improve Profitability & Productivity
- Reduce Turnover & Attract Quality Employees
- Claims Management (Workers' Comp & Unemployment Insurance)
- Competitive Employee Benefits Package
- Deliver Professional HR Services
- Consolidate Accounting & Payroll Functions

Administrative Services

Human Resources

- Recruiting, interviewing, and screening
- Job descriptions
- Hiring/terminating procedures and support
- Performance review training
- HR training for managers and employees
- HR policy development
- Employment practices review
- Employee Handbook development
- Managers' manual development
- HR records
- Compliance: EEO (federal and state) Wage and Hour, Immigration
- Unemployment claims management
- Online access to HR Information System, including reporting

Benefits

- Medical, dental disability, life, and other health and welfare benefits
- ACA compliance
- Benefits package coordination and communication
- 401k and 529 plan coordination
- COBRA administration
- HIPAA compliance
- Flexible Spending Accounts (dependent care, unreimbursed medical, etc.)
- Employee Assistance Plan (EAP)
- Open enrollment meetings
- New Hire employee enrollments
- Maintaining employee documents and files
- Voluntary benefits (Income/Critical Care/Accident Protector, MetLife, etc.)
- Commuter benefit plans
- Additional employee perks and discount program

Workers Compensation

- Pay as you go premium (no client audit)
- No down payment
- Workers' compensation coordination (job descriptions, light duty, return to work programs)
- Workers' compensation claims administration and filings
- Injured employee communication and follow up

Payroll & Taxes

- Payroll processing
- Tax filing (federal, state, and local)
- Direct deposits
- New hire reporting to states
- Wage garnishment processing
- Paid time-off tracking
- Employment verifications
- W-2, W-4, I-9 processing and maintaining employee files
- Web access for employees
- Web access for managers

Risk Management

- Employment Practice Liability Insurance (EPLI)
- Accident Investigation
- Background Checks
- Safety Training
- Job hazard analysis
- Return to work programs
- OSHA compliance
- Experience modification and claims review

For more Information, visit us online at www.mybenefitadvisor.com/peo