

Transactional HR: HR Services Every Employer Needs & Why

Professional Employer Organizations (PEO) can handle the human resources and administrative tasks that take away from the time you could be using to grow your business. The MBA PEO not only gives you peace of mind with your HR Administration but can also help your business grow faster, decrease turnover, and reduce employment related liability.

▼ Service Every Employer Needs	▼ Why
Human Resources: Strategies to manage the employee relationship	To maintain a productive relationship with employees
Employee Handbook, Forms, Policies and Procedures Position Descriptions	To set baseline performance expectations
Labor Law Compliance: Title VII, ADA, Immigration, OSHA, New Hire, etc. Legally Required State and Federal Postings	To comply with required federal and state employment laws
Management of Unemployment Claims, Hearings and Appeals	To reduce unemployment rate and labor costs
Training for Management and Employees	To maintain a productive relationship with employees
Workers' Compensation Insurance	Required by state law, protect the assets of the owner
OSHA Compliance	Required by federal and state law
Worksite Safety programs, Training and Meetings	To provide a safe workplace, increase productivity, reduce liability
Certificates of Insurance to Contracted Jobs	Required by general contractors
Management of WC Claims	To reduce liability and insurance costs
Return to Work Program	To reduce liability and claims costs
Benefit Plan Renewal Management and Negotiation	To attract and retain employees and reduce benefit costs
New Employee Eligibility Tracking	To reduce liability
Benefits Administration: Premium Reconciliation, Adds/Deletes, Payment	To administer employee benefits and reduce cost of insurance
Benefits Law Administration: COBRA, HIPAA and ERISA Administration	To comply with required federal and state law
Retirement Plan Administration	
Federal Withholding Tax Deposits	
Compliance with FLSA	To comply with federal law
Filing W-2s and W-3	
Execution and Processing of Payroll Checks and Direct Deposits	To pay employees and comply with federal and state law
Federal and State Unemployment Tax Deposits	
Filing Forms 940 and 941	
Filing State Unemployment Tax Returns Employee Files and Records Storage	To comply with state and federal law
File Maintenance: Employment, Workers' Comp, Medical and Immigration	
Reconciling Payroll Transactions	To maintain the financial integrity of company finances

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