Advantage

Your on-Site HR Partner

Paychex HR Solutions helps you build a solid HR infrastructure by providing a comprehensive package of administration, compliance, and employee benefits services. You are teamed with a highly trained human resource professional who is available to come on site to educate you, your management staff, and your employees on relevant workplace issues and regulations. Plus, Paychex provides a team of qualified HR experts to help you.

- Cathy Kocsis
  West Mountain Animal Hospital

Paychex Alternatives to Suit Your Human Resource Needs

PAYCHEX HR SOLUTIONS WITH A PEO
Retain control of your employees and daily operations while outsourcing your payroll processing, employee benefits, and human resource services to Paychex. We would become your co-employer, allowing you to take advantage of our top-rated national insurance carriers to provide a variety of plan options for you and your employees.

EMPLOYEE MANAGEMENT SERVICES
An introductory HR service, Employee Management Services features:
- Our toll-free HR Support Line for factual answers to personnel-related questions.
- Employee handbook development.
- Management manuals.
- Required federal and state poster kits for worksite posting, with notification when changes are necessary.
- An array of personnel forms and supplies.

ABOUT PAYCHEx
Our company is a recognized leader in retirement, payroll, and human resource administration services with over 550,000 payroll clients nationwide. We are recordkeeper for approximately one of every ten 401(k) plans in the United States. That is over 50,000 plans with combined assets of $8.5 billion. Paychex was cited as the largest 401(k) recordkeeper in CFO magazine’s 2009 401(k) Providers Guide. Our company was listed in PLANSPONSOR magazine’s 2009 survey as first in the number of plans won in the last year, first in the number of recordkeeping-only plans, and third in the total number of defined-contribution recordkeeping plans.

PAYCHEX Alternatives to Suit Your Human Resource Needs

reMarkable Results

- Payroll Specialist
- Benefits Specialist
- Safety and Loss
- Human Resource Representative

MANAGE COMPLIANCE, MANAGE RISK
Businesses of all sizes and types must comply with a maze of constantly changing federal and state regulations. Even a well-organized business may unknowingly violate workplace, payroll tax, minimum wage, overtime pay, or other regulatory requirements specified in federal and state employment laws. FLSA, FMLA, OSHA, COBRA, and ERISA are just a few acts from the alphabet soup of legislation with which you may have to comply. Partner with Paychex and your business will receive the support and expertise necessary to help reduce exposure to violations and penalties.

INCREASE PRODUCTIVITY, REDUCE ADMINISTRATIVE BURDEN
Paychex HR Solutions reduces time-consuming administrative tasks associated with maintaining employee policies, benefits programs, training, and compliance requirements. This frees up time for you and your management team to focus on critical business issues.

BIG-COMPANY HR AT SMALL-COMPANY PRICES
With Paychex HR Solutions, you’ll receive HR and benefits administration comparable to a larger company, but in a package designed for a smaller business’ needs and budget. This can help you compete for qualified talent, while boosting employee satisfaction and retention.

By working with our Paychex representative, we have been able to take our employee management so much further forward than we ever could have done on our own.

TEAM OF EXPERTS

- Payroll Specialist
- Benefits Specialist
- Safety and Loss
- Human Resource Representative
HUMAN RESOURCE SERVICES
On-site training and seminars on topics such as:
• Interviewing and hiring.
• Performance appraisals.
• Employee discipline.
• Non-harassment.
• Preventing violence in the workplace.
Employee handbooks, tailored to your company’s needs:
• With your input, developed and maintained by Paychex.
• Derived from a database of legally reviewed policies.
Management manuals:
• Supervisor Procedures Manual.
• Interviewing and Selection Manual.
• Performance Appraisal Manual.
• Compensation Manual.
Labor law poster update service.
Quarterly newsletter.
Job descriptions.
Compensation surveys.

PAYROLL SERVICES
Payroll processing, Tax payment services,
State Unemployment Insurance Service
(SUIS).
Direct deposit.
Paychex online services:
• Paychex Online Payroll.
• Paychex Online Reports.
• General Ledger Reporting Service.

RETIEMENT SERVICES
401(k), SIMPLE, and profit-sharing plan options.
Plan design and setup:
• A wide variety of investment options through leading investment providers.
• Required documentation.
• Cross-tested plan design.
• Participant enrollment.

Ongoing compliance and communication:
• Seamless flow of data and funds.
• Eligibility reporting.
• Quarterly discrimination testing.
• Employer assistance via toll-free support line or on the internet.
• Participant Web site and automated phone system.

EMPLOYEE BENEFITS
Section 125 plans, including Premium Only Plans
(POP) and Flexible Spending Accounts (FSA):
• Participant enrollment.
• Employer and employee toll-free support line.
• Employer FSA debit card.
• Participant account access via Web site and automated phone system.
• Daily claim processing and reimbursement via check or direct deposit.
• Employee Assistance Program (EAP).

HEALTH CARE REQUIREMENTS
Co-employment clients use a top-rated national insurance
carrier to provide various health, dental, vision, disability,
and life options. Or, you can work with a licensed Paychex
Insurance Agency, Inc. agent to meet your needs.

INSURANCE ADMINISTRATION
Our service includes:
• Administration of new participants, terminations,
and changes.
• Payroll deduction management.
• Premium collection and carrier remittance.
• COBRA administration.
• Health advocacy service. Available to PEO clients only.

HRMS SYSTEM
An Internet-based human resource management system
(HRMS) provides quick, easy access to detailed employee
information, forms, and reports.

Workers’ Compensation
Insurance and Administration
The Paychex HR Solutions ASO option features
streamlined workers’ comp premium remittance,
low startup costs, and minimal year-end adjustments
because premiums are calculated using actual
payroll data. Our PEO clients work with our
workers’ compensation carrier to set up a traditional
plan, with Paychex HR Solutions handling day-to-
day administrative details, such as ongoing review of
claims and losses.

Worksite Management
• Safety and loss control consultation,
analysis, and program development.
• Work-site safety videos.
• OSHA federal/state mandatory
program development.
• Drug testing referral service.
• Assistance with workers’
compensation claims.

Other Services
(Additional costs may apply)
• Pre-employment screening.
• Institutional trustee service for
401(k) recordkeeping.
• Tax credit services.
• Time and labor solutions.
• Trusted Partnership Program –
deeply discounted services.
• Sales tax payment service.

1 Available with administrative services organization (ASO) option only.
2 Professional employer organization (PEO) services are sold and provided by Paychex Business Solutions, Inc. (PBS) and its affiliates, which are registered and licensed as
required to sell and provide PEO services, including in Florida. PBS FL license numbers are GL7, GM46, and GM14. Insurance for the administrative service organization
(ASO) offering is sold and serviced by Paychex Insurance Agency, Inc. to meet your needs.
3 Depends on carrier selection. Administration fees do not include insurance premiums.
Ongoing compliance and communication:
• Seamless flow of data and funds.
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HEALTH CARE REQUIREMENTS
Co-employment clients use a top-rated national insurance carrier to provide various health, dental, vision, disability, and life options.2 Or, you can work with a licensed Paychex Insurance Agency, Inc. agent to meet your needs.3

INSURANCE ADMINISTRATION
Our service includes:
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• Premium collection and carrier remittance.4,5
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WORKERS’ COMPENSATION INSURANCE AND ADMINISTRATION
The Paychex HR Solutions ASO option features streamlined workers’ comp premium remittance, low startup costs, and minimal year-end adjustments because premiums are calculated using actual payroll data.3,5 Our PEO clients work with our workers’ compensation carrier to set up a traditional plan, with Paychex HR Solutions handling day-to-day administrative details, such as ongoing review of claims and losses.2,5

WORKSITE MANAGEMENT
• Safety and loss control consultation, analysis, and program development.
• Work-site safety videos.
• OSHA federal/state mandatory program development.
• Drug testing referral service.
• Assistance with workers’ compensation claims.

OTHER SERVICES
(Additional costs may apply)
• Pre-employment screening.
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