



BEFORE A PEO . . .

For more info:

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SUPERVISION

- ♦ Pay Negotiation
- ♦ Management Reports
- ♦ HR Compliance Issues
- ♦ Departmental Costs
- ♦ Recruiting*
- ♦ Turnover
- ♦ New Hire Screening
- ♦ Employee Evaluations*
- ♦ Warning Notices*
- ♦ Termination*

PAYROLL

- ♦ Compute Pay
- ♦ Payroll Checks
- ♦ Compute Federal, State & Local Taxes
- ♦ Reconcile Accounts
- ♦ Compute Medicare
- ♦ Tax Liens & Garnishments

Track the following:

- ♦ Vacations
- ♦ Benefits Eligibility
- ♦ Probationary Periods
- ♦ Child Support Payments

EMPLOYER TAXES

- ♦ FICA
- ♦ Federal Unemployment
- ♦ Federal Withholding
- ♦ State Unemployment
- ♦ State Withholding
- ♦ 941s
- ♦ W-2s
- ♦ W-4s
- ♦ W-3s
- ♦ I-9s
- ♦ IRS Audits
- ♦ Tax Deposits

INSURANCE/ BENEFITS

- ♦ Workers Comp Insurance
- ♦ Risk Management Programs
- ♦ OSHA Compliance
- ♦ Provider & Carrier Selection
- ♦ Claims Management
- ♦ Safety Program Manuals
- ♦ Group Health Insurance
- ♦ Life & Dental Insurance
- ♦ Flexible Spending Accounts
- ♦ COBRA & ERISA Compliance
- ♦ Section 125
- ♦ 401(k) Administration
- ♦ Plan Enrollment & Termination

HUMAN RESOURCES

- ♦ New Hire Processing
- ♦ I-9, W-4, Applications
- ♦ Legal Hiring Compliance
- ♦ Unemployment Claims Management
- ♦ Discharge Notices
- ♦ Wage & Hour Compliance
- ♦ Hiring & Firing
- ♦ Staff Training

AFTER A PEO

SUPERVISION

- ♦ Pay Negotiation
- ♦ Turnover

PAYROLL

- ♦ Report Hours

EMPLOYER TAXES

INSURANCE/ BENEFITS

HUMAN RESOURCES

- ♦ Hiring & Firing
- ♦ Staff Training

* Many PEOs offer assistance in most areas of Human Resources, including tasks listed under Supervision.