MY HR PROS
Business Solutions

Payroll + Basic HR

Included with Payroll:
- Payroll Processing
- Electronic Employee Onboarding
- W-2's & W-3's Issuance
- Wage Garnishments/Child Support Payments
- Payment of all Payroll Tax Liabilities
- Multiple Employee Payment Options
- Payroll Tax Reports for Federal & State
- Employment Payroll Tax Reporting
- Payroll General Ledger Entry Creation
- Early Wage Access

Included with Basic HR:
- Employment Law Posters
- Verification of Employment
- Government Form Assistance
- New-Hire Reporting to State
- Response to Initial Unemployment Request
- Workers' Comp Audit Assistance (Reports)
- Employee Benefit Deduction
- Entries for 50 Employees or Less

Enhanced HR Solutions

Included:
- Employee Handbooks (Creation & Review)
- I-9 Forms and Compliance
- Unemployment Claims (Determination, Review & Appeal Hearing Assistance)
- Disciplinary Consultation (Corrective Actions & Terminations)
- FMLA (Leave Compliance and Administration)
- HR Consultation & Research
- Federal & State Agency Complaint & Investigation Assistance
- Job Descriptions
- EEO-1 Reporting
- Child Labor Law Compliance
- Layoff, Furlough, & WARN Act Compliance
- Severance Agreement Assistance
- Job Post Assistance

Additional Options:
- Drug Testing
- Background Checks
- Employee & Management Training
- E-Verify Processing

Occupational Safety & Health

Included:
- OSHA Recordkeeping, Annual Injury and Illness Data Reporting, Bureau Labor and Statistics Injury and Illness Reporting
- Regulatory Inspection Assistance, Citation, and Claims Defense
- On-Site Occupational Safety and Health Inspections and Audits
- Safety and Health Program Audits
- Safety Training on Various Topics as Needed
- Accident Investigation Assistance

Additional Options:
- On-site Consulting
- Third-Party Occupational Safety Administration Services

Workers' Comp Administration

Included:
- Claims Processing and Management
- Collection and Payment of Premium (optional)
- OSHA Recordkeeping, Annual Injury and Illness Data Reporting, Bureau Labor and Statistics Injury and Illness Reporting

Bookkeeping

(Only applicable for PEO clients)

Included:
- General Ledger Entry
- Sales Tax Reporting
- Sending of Financial Statements
- Applying for Sales Tax Numbers
- Certificates (if applicable)
- Accounts Payable
- Accounts Receivables
- Depreciation Calculations
- Monthly Accounting Services
- Account Reconciliations
- Accounting System Setup
- State Franchise Taxes
- New Business Start Up Package

Employee Benefits Admin

Included:
- Reconciliation of Carrier Invoices
- Eligibility Notifications and Enrollment Management
- Customizable Benefits Enrollment Guide
- Open Enrollment Support
- Online Benefit Onboarding
- State Continuation and COBRA Compliance
- Termination Reporting to Carriers
- Cafeteria Plan Compliance
- Life Insurance Plan Notifications
- Qualified Medical Child Support Orders (Determination & Enforcement)
- ERISA Wrap-around Plan Document
- Annual Medicare Part D Notification and CMS Reporting

Additional Options:
- My HR Pros Benefits (Supplemental Product)
- Affordable Care Act (ACA) Guidance and Administration
- Multiple Employer Plan 401(k) (Fully Administered)

Cloud Based Software Solutions

Included with Payroll + Basic HR:

- Employee Self-Service (ESS) Portal:
  - View & Edit Employee Information
  - View & Print Check Stubs & W-2's
  - Edit Tax Withholdings
- Administrative Dashboard
  - Data Driven Reporting
  - Track/Manage Employee Activity
  - View/Approve Payroll

Additional Options:

- Integrated Time & Attendance:
  - Geofencing
  - Multiple Timeclock Options
  - Track & Manage Time-Off
- Applicant Tracking:
  - Collaborative Hiring
  - Offers & E-Signatures
  - Integration with Employee Onboarding
- DISA Background Checks

PEO Bundle

Included Services:

- Payroll + Basic HR
- Workers' Comp Administration
- Unemployment Claim Assistance
- Annual Safety Inspection
- Employee Handbook
- HR Checkpoint
- Employee Benefits Package

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Office Locations

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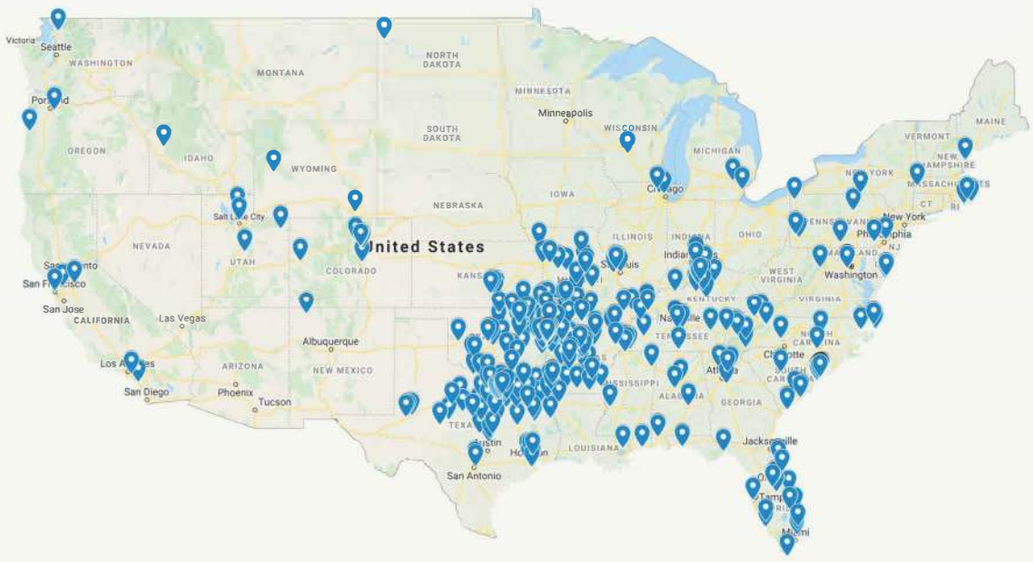
20,514 W-2's processed in 2022