



MY HR PROS

Partner Today. Protect Tomorrow.



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
- 1099NEC Issuance
- Employment Payroll Tax Reporting
- Payroll General Ledger Entry
- Creation
- Early Wage Access
- 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

Complimentary HR Services with Payroll

- Employment Law Posters
- Verifications of Employment
- Government Form Assistance
- New-Hire Reporting to State
- Response to Initial Unemployment Request
- Workers' Comp End of Policy Audit Report
- Employee Benefit Deduction Entries for 50 Employees or less



Available Add-ons

- Integrated Time & Attendance
 - Geofencing
 - Track & Manage Time-Off
 - Multiple Timeclock Options
- Applicant Tracking
 - Collaborative Hiring
 - Offers & E-Signatures
 - Integration
- DISA Background Checks
- HRWorkCycles E-Verify
- Drug Testing
- Employee & Management Training
- API Access to Payroll System
- Enhanced Reporting Module





Enhanced HR Solutions

- Employee Handbooks (Creation & Review)
- Form I-9 Compliance
- Unemployment Claims (Determination, Review & Appeals 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





Bookkeeping

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





Workers' Comp Administration

- Claim Processing & Management
- Workers' Comp Payroll Tracking
- Collection & Payment of Premium (Optional)
- OSHA Record Keeping, Annual Injury and Illness Data Reporting, Bureau of Labor and Statistics Injury and Illness Reporting
- End of Policy Audit Completion and Submission





Employee Benefits Administration

- 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:

- Affordable Care Act (ACA) Guidance and Administration
- Pro Benefits - Supplemental Benefits
 - Pooled Employer Plan 401(k)





Occupational Safety & Health

- OSHA Record Keeping, Annual Injury and Illness Data Reporting, Bureau Labor and Statistics Injury and Illness Reporting
- Regulatory Inspection Assistance and Citation Response
- On-Site Occupational Safety & 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





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Need assistance?
Reach out to one of our team members!



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