

# SERVICE OFFERINGS



## 401(k) Administration

- Allows access to affordable 401(k) plans to support your staff
- Oversees management of employee 401(k) plans
- Complies with ERISA and other relevant laws
- Conducts recordkeeping and reporting for 401(k) contributions and distributions



## Payroll Processing

- Precisely calculates and distributes employee pay
- Verifies payroll adheres to local regulations for overtime and other pay is correct
- Withholds tax and remittance to ensure compliance
- Payroll record maintenance and reporting



## Workers' Comp Administration

- Provide comprehensive, cost-effective WC coverage
- Assists with claims processing and management
- Offers risk management advice to reduce workplace injuries
- Ensures compliance with state and federal regulations



## Compliance & Risk Management

- Helps companies navigate the legal and regulatory requirements in their area
- Guides them through the base requirements while keeping up with any changes
- Maintains ongoing compliance monitoring and reporting



## Employee Benefit Administration

- Administers health, life, and disability insurance plans seamlessly
- Administration of leave and PTO policies for ease of use
- Oversees enrollment and changes in benefit plans to save time