



CoStaff Services HRO Advantages - Highlights

CoStaff Services is an HRO which provides outsourced human resource services to small and medium-size businesses. CoStaff relieves you of the significant time and expense involved in employment-related activities, allowing you to concentrate on growing your profits.

CoStaff Services – Your “One-stop HR shop”:

Payroll Services

- Full Service Payroll Processing and Administration of all federal, state and local Tax Payments.
- View detailed online reports with multiple secure access levels 24/7.
- W2 processing, Direct Deposit, Vacation & Sick Tracking, Customized payroll reporting, New Hire reporting, Friend of the Court & Garnishment Processing.

Benefits Administration

- **Health Insurance:** Handle enrollment, answer employee questions and claim issues, audit, administer and pay all premiums, manage employee pretax deductions, maintain confidentiality, and provide COBRA administration.
- **Flexible Spending Account (FSA's):** Offer and administer Premium Only, and Medical & Dependent Care Savings Accounts.
- **Retirement Plans 401(k):** Manage enrollment, answer employee questions, administer employee deductions, handle transmission to 401(k) provider, oversee employee loans, file 5500's, and “top-heavy” testing.
- **Workers' Compensation:** We can act as or with your agent managing your plan and payments. We bill exactly what you owe each pay period, reducing end of year financial exposure. We also provide safety advice, training, and claims management.
- **Ancillary Benefits:** Offer and administer optional “large company” benefits for employees to purchase, such as AFLAC Insurance, Pre Paid Legal and Identity Theft, U.S. Savings Bonds, Payroll Deductions, 529 College Savings programs, and CoStaff Care Card – medical discount card.

Human Resource Services

- Customized employee manuals
- Unemployment, COBRA, and Cafeteria 125 administration
- Advise on FMLA, ADA, ERISA, EEOC, COBRA, HIPAA, 125, etc.
- Advise and investigate Discrimination, Harassment, and Wrongful Termination.
- Assist at Hearings and Audits for employee and government matters.
- Reduce Liability on the administration of COBRA, 401(k), Payroll, Tax filings, Flexible Spending Accounts, Workers' Compensation and Employee File Maintenance.

CoStaff Services employs professionals in many areas of Human Resources, providing significant employment administration expertise. The cost of our services is very reasonable – our charge ranges from \$5.00 to \$20.00 per employee per week depending on employee size. Hiring CoStaff means no matching taxes, no benefits, vacation or sick time, and we can help steer you clear of the myriad of employment liabilities you now face.

CoStaff has been in business since 2000, and has approximately 75 clients totaling 1,000 employees. We have a 99% client retention rate and we'd be pleased to provide references.