



CoStaff Services HRO Advantages

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Human Resource Outsourcing (HRO) firms have been experiencing phenomenal growth over the last 15 years. Businesses have found that outsourcing their Human Resource (HR) responsibilities allows the organization to concentrate on their core business and profits. Clients often experience a reduction in tax and government liabilities due to the significant resources and expertise of an HRO.

What is the relationship?

CoStaff Services acts as your trusted, outsourced HR department. You and your employees have full access to the vast resources of a firm that specializes in employment administration.

CoStaff will greatly reduce the time you spend on Payroll Administration, Benefits Administration, Risk & Liability Management and Governmental Compliance. The responsibilities we assume will free up you and your staff to concentrate on the parts of your business that make and control money – such as Management, Operations, Sales & Marketing, and Finance. CoStaff may also be able to help you save on your current employment costs.

What are the benefits?

There are four (4) main benefits to a CoStaff HRO relationship – creating a win, win, win scenario for the client company, the employees, and CoStaff.

1. CoStaff will greatly reduce the administrative time and expense associated with employment-related activities so you and your staff can spend more time managing your core business and generating profits.
2. CoStaff's volume administration and purchasing power may reduce your benefits expenses, as we become your "one-stop shop".
3. CoStaff will advise on a number of tax, legal and government compliance risks and liabilities you inherited when you became an employer.
4. CoStaff will administer and/or provide a benefit program that will enable you to attract and retain quality employees.

The Question?

Where can you hire an employee that functions like CoStaff?

- An expert payroll and tax payments administrator, provider of 401(k), health insurance, workers' compensation, flexible spending plans and HR legal advice for between \$5.00 and \$20.00 per employee, per week?
- An employee who will work 40 plus hours a week and never take a vacation or require you to pay benefits?

The Answer:

You cannot. Example:

You have 10 employees and CoStaff charges \$10.00 per week per employee – that equals \$100.00 per week to have CoStaff assist you. Divide \$100 by 40 hours a week and that comes to \$2.50 per hour. It's illegal to hire someone for under the new minimum wage of \$6.95 per hour. Now even if you could hire someone for minimum wage, what type of an employee do you think you could get for this price? **Hire CoStaff instead!**

CoStaff Becomes The Human Resource Assistant To Your Office!



Payroll Services:

Health Insurance Administration

What are the Detailed Services CoStaff Provides?

CoStaff will become your outsourced human resource department and will provide a plethora of administration, benefits, technology and services to ensure your utmost satisfaction. Many companies outsource some or all of these services. CoStaff makes it a "one-stop HR shop" for everything.

CoStaff Services is a full service payroll processing firm that will handle all of your payroll needs.

Our payroll and record-keeping operations are driven by a robust software system which enables us to expertly handle your payroll and taxes on time. It provides detailed reports with multiple, secure access levels for you and your employees to view and transmit data over the internet 24/7. In addition, you will not have to keep your payroll software current or research payroll processing companies.

CoStaff Services will:

- Administer and process all payroll checks in the frequency designated by you (weekly, biweekly, semi-monthly, monthly). We'll also handle bonus & commission checks.
- Pay all Federal, State and Local taxes utilizing the government mandated wire transfer.
- Administer all W-2 processing at year-end.
- Deliver customized reports for accurate record keeping.
- Provide Direct Deposit as an option to all employees.
- Process Friend of the Court and Court Ordered Garnishments.
- Track Vacation and Sick Leave time.
- Report New Hires (all new hires must be reported to the government).
- Keep compliant with all Federal, State and Local laws (ex. minimum wage).
- Eliminate bank charges and administration due to payroll checks and balancing accounts.
- Remove the cost of payroll software and upgrades.
- Reduce the liability associated with all aspects of payroll processing and tax payments.

If you like your current plan and/or agent CoStaff will work with them. We will research and provide a customized health care plan that meets your criteria for coverage and budget.

CoStaff will handle all the details of your health plan; making it simple, confidential and efficient for everyone.

CoStaff Services will manage the below tasks so you or your office won't have to:

- Research & present multiple health insurance coverage options tailored to your needs.
- We work with Blue Cross/Blue Shield, PPOM, PPO's, HMO's, POS, HSA's and HRA's.
- Manage employee enrollment.
- Educate and assist employees on plan benefits and claim procedures.
- Answer employee and employer questions. (Employees appreciate confidential pre-existing condition anonymity.)
- Assist employees in resolving claim problems.
- Work with the carriers to ensure accurate and timely benefit payments.
- Audit bills to ensure new employees are added to the plan and ex-employees are removed.
- Manage pre-tax payroll deductions, if applicable.
- Compliant with HIPAA.
- Accommodate another benefits agent to place the coverage, if requested.
- Provide online benefits information.



CoStaff Services will provide a full service flexible spending account for all employees.

In compliance with IRS rules, we can administer a Flexible Benefits Plan where employees can pay for qualifying benefits on a pre-tax basis. Most small companies choose not to offer such a plan due to the expense of managing it. Three accounts are available:

- **Health Premium:** provides for pre-tax deductions for health/dental/vision and other insurance premiums.
- **Medical Savings:** offers a pre-tax savings account to pay for deductibles, co-pays, prescriptions, and other IRS approved out-of-pocket medical, dental and vision expenses not covered by insurance.
- **Dependent Care Reimbursement Account:** allows employees to set aside pre-tax monies to pay for IRS approved expenses, including costs for day care, nanny, a babysitter, pre-K, and elderly care.

CoStaff Services will:

- Administer pre-tax payroll deductions for health/dental/vision insurance premiums, as well as, medical savings and dependent care savings accounts.
- Enroll employees into their accounts and answer all questions.
- Administer reimbursements of deducted payroll monies for the employees.
- Ensure compliance with the IRS.

If you like your current plan/agent we will work with them. If you choose the CoStaff Plan and TPA the following applies...

CoStaff Services offers a personalized approach to 401(k) planning and provides plan options that reflect your budget and objectives. We work to help highly compensated employees and owners to maximize contributions. We will handle the set up, plan administration, and the 5500 form that needs to be filed with the IRS.

CoStaff Services will:

- Provide a customized 401(k) plan for the client company.
- Oversee plan set-up, and employee enrollments & questions.
- Manage the payroll deduction and transmit the monies to the 401(k) plan.
- Handle employee loans.
- Perform "top-heavy" testing.
- Administer the 5500 filing to the IRS each year.

You have the option of setting up the following contribution options:

- Employee contributory only
- Company matching, on-going or discretionary
- Safe Harbor 401(k) plans
- Profit Sharing plans integrated with Social Security
- New Comparability plans

Other 401(k) Plan Features:

- Offers 56 different funds, ranging from guaranteed bond to international stock accounts.
- Allows for employee-only contributions.
- Can provide for a company match, either ongoing or discretionary.
- 24/7 account access via toll free phone number or the internet
- Allows the owners to invest up to \$44,000 per year on a pre-tax basis.

**Retirement
Plans and
Administration**



**Workers'
Compensation
and Administration**

CoStaff Services can act as or with your agent to make sure you have sufficient coverage.

CoStaff Services Will Help With Workers' Compensation:

- CoStaff will manage your plan and payments.
- We bill exactly what you owe each pay period, reducing financial exposure at year-end.
- You send the first report of injury & we manage the rest of the claim.
- We are aggressive about Return-To-Work programs, investigations and preventing fraud.
- Provide safety inspections, training and advice.
- Advise on OSHA.
- Administer the OSHA 300 log for all injuries incurred on the job.

**Risk
and Liability
Management**

CoStaff Services will offer complete Risk Management assistance.

Risk Management services are becoming increasingly more valued as a result of the myriad of new government laws and procedures, and the many complex steps required to administer employee benefits.

CoStaff Services will provide:

- Reduce and almost eliminate liability in administration of payroll and tax filings, health insurance, Flexible Spending Accounts, 401(k), workers' compensation, and the handling of employee files.
- Customized Employee Manuals for each client company.
- Unemployment Administration - CoStaff Services will process all claims and attend hearings to defend against undeserved unemployment claims.
- Assist at hearings and audits for employee and government related matters.
- Advise and investigate issues of discrimination, harassment, and wrongful termination.
- Counsel on FMLA, ADA, ERISA, HIPAA, and Equal Opportunity.
- Provide educational programs on important topics such as hiring, firing, discipline, diversity, discrimination, and harassment.
- Advise on proper procedure for managing and terminating employees.

**Ancillary
Benefits and
Administration**

CoStaff Services is continuously looking for added benefits to offer employees.

Ancillary Benefits are made available to the employees and are paid for and used by the employees at their discretion. Most client companies choose not to offer these benefits due to the significant administration efforts required to manage them. However, with CoStaff Services as their "one-stop" employment resource, they do, and you can too.

CoStaff Services provides:

- **AFLAC Insurance:** AFLAC offers supplemental insurance that includes Accident/ Disability, Short Term Disability, Cancer Insurance, Hospital Indemnity, Intensive Care, Specified Health Risk Insurance, Life Insurance up to \$100,000, Long Term Care, Dental insurance, and a Personal Sickness Insurance plan.
- **Pre Paid Legal:** For \$14.95 per month an employee can elect to have Pre-Paid Legal.
- **Identity Theft:** \$12.99 per month for individual identity theft protection.
- **U.S. Savings Bonds:** Employees can have monies payroll deducted to purchase U.S. Savings Bonds and the interest can grow tax-free.
- **529 College Savings Program:** Employees can choose automatic payroll deductions that are invested in the stock market – assisting them in saving for college.
- **CoStaff Care Card:** CoStaff has partnered with the largest discount card company allowing employees to receive additional savings on health care and other goods and services.

CoStaff Services your "one-stop shop" for Human Resource outsourcing.