



CoStaff Services PEO Advantages - Highlights

Professional Employer Organizations (PEO) have been experiencing phenomenal growth over the last 15 years. Businesses have found that outsourcing their Human Resource (HR) responsibilities to a PEO allows the organization to concentrate on their core business and profits. Also, businesses reduce tax and government liabilities due to the co-employment relationship established with the PEO.

CoStaff Services – Your “One-stop” Provider Of:

Payroll Services

- Process Payroll and Administer all Tax Payments under the CoStaff federal, state and local identification number.
- View detailed online reports with multiple 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, audit, administer and pay all premiums, manage employee pretax deductions and claim issues, 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” test.
- **Workers' Compensation:** Placed in CoStaff's name to offer volume purchasing and competitive rates, eliminates 25% down monthly payments and year-end audits, provide safety advice, training, and claims management.
- **Ancillary Benefits:** Offer and administer AFLAC Insurance, Pre Paid Legal, 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 college-degreed professionals in many areas of Human Resources, providing significant employment administration expertise. The cost of our services is very reasonable – our charge ranges from \$9.00 to \$20.00 per employee per week depending on employee size. Hiring CoStaff means no matching taxes, no benefits, vacation or sick time, and CoStaff takes on many employment liabilities for the client company.

CoStaff may also be able to reduce your current expenses to offset our fees to make the service free or even save you money.

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

CoStaff Simplifies Employment and lets you get back to business! • 866-4-CoStaff