



## CoStaff Services PEO Advantages

[www.costaffservices.com](http://www.costaffservices.com)  
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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.

### What is the relationship?

*CoStaff Services hires the employees of the client company to the PEO payroll and then leases these same employees back to the client company.*

The association created is called a co-employment relationship because both the Client Company and CoStaff have shared employment responsibilities with the employees. The client company however, continues to hire, fire, supervise, set wages and establish company policy as it has done in the past. The client company now has pooled its employees with many other CoStaff PEO client companies to improve buying power for benefits and administration. Further, many of the liabilities have shifted to CoStaff because we are administrating many functions under our federal and state ID numbers. CoStaff should be able to save on your current employment costs.

### What are the benefits?

*There are four (4) main benefits to a CoStaff PEO 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 will provide a superb benefits program that will enable you to attract and retain quality employees and compete with larger organizations.
3. CoStaff will reduce the number of tax and governmental compliance risks and liabilities you accepted when you became an employer.
4. CoStaff returns peace of mind to owners because they realize that all employment administration is handled promptly, professionally, efficiently and effectively – ensuring the client's utmost satisfaction.

### 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 \$9.00 and \$20.00 per employee, per week?
- An employee who will take the financial and legal risk if any of the administration is done improperly?
- An employee who will work 40 plus hours a week, never take a vacation or require you to pay benefits?

### The Answer:

*You cannot. Example:*

You have 10 employees and CoStaff charges \$15.00 per week per employee – that equals \$150.00 per week to have CoStaff assist you. Divide \$150 by 40 hours a week and that comes to \$3.75 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!**

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



**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 including but not limited to the following:

*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. Since everything is processed under CoStaff Services' employer identification number, you are released of most government liabilities of being an employer.

#### *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 under our employer identification number 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.
- Eliminate the liability associated with all aspects of payroll processing and tax payments

*CoStaff Services will research and provide a customized health care plan that meets your criteria for coverage and budget.*

Acting as or with your health insurance agent, CoStaff will assist you in selecting the plan of your choice. We will also handle all the details of your health plan; including initial employee orientation, questions regarding benefit coverage and procedures, additions and deletions of employees from the plan, billing and payment. CoStaff Services will make 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 enrollments.
- Administer and audit the bills and payment of the plan.
- Oversee the additions and deletions of employees to the plan.
- Answer employee and employer questions regarding the plan's coverage and procedures.
- Administer pre-tax payroll deductions, if applicable, to the plan.
- Accommodate another benefits agent to place the coverage, if requested.
- Provide online benefits information.



**Flexible  
Spending  
Account  
Plan and  
Administration**

*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. S Corporation and LLC owners can not participate in the FSA plan without being in a PEO. 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.

*CoStaff Services will provide a custom 401(k) plan for each client company and will handle the set up, plan administration, and the 5500 form that needs to be filed with the IRS.*

The 401(k) plan will be customized to meet your company needs and maximize owner contribution. The plan will be placed in the legal name of each client company so they remain in control of the plan. This will save you from having to research or administer retirement plans.

*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.

*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.
- Accepts safe harbor and/or profit sharing that can include integration with Social Security.
- Allows the owners to invest up to \$44,000 per year on a pre-tax basis.

*CoStaff Services will provide workers' compensation coverage for client companies under our large CoStaff Services policy.*

By pooling all of the employees together, we attempt to attain lower rates than you may be able to get on your own as a small employer. This allows our client companies to avoid the negotiation, monitoring, claims management and administration of a workers' compensation policy.

*CoStaff Services will:*

- Provide Workers' Compensation coverage for all employees.
- Manage billing, payments and auditing of the policy.
- Administer and manage all claims.
- Increase liability limits to \$1,000,000.00

**Retirement  
Plans and  
Administration**

**Workers'  
Compensation  
and Administration**



### **Risk and Liability Management**

- Eliminate 25%-100% premium deposit that is required by all carriers. You will pay exactly what you owe each pay period.
- Eliminate the year-end audit as you will have paid what was owed each pay period.
- Potentially reduce the rates from volume purchasing power.
- Reduce fraud and payout through aggressive claims management.
- Safety consultant to address training and workplace safety.
- Advise on OSHA regulations.
- Administer the OSHA 300 log for all injuries incurred on the job.

#### *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 a 401(k), Flexible Spending Account, Payroll & Tax, FMLA, ADA, HIPAA, ERISA, Unemployment, Employee Manuals and much more.

#### *CoStaff Services will provide:*

- 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.
- Reduce and almost eliminate liability in administration of 401(k), payroll and tax filings, Flexible Spending Accounts, workers' compensation, and the handling of employee files.
- Advise on proper procedure for 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 we work with choose not to offer these benefits prior to working with CoStaff due to the participation and administrative efforts required to manage them. However, with CoStaff Services as their co-employment partner, 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 national discount card company allowing employees to receive additional savings on health care and other goods and services.

### **Human Resource Management**

#### *As you can see, CoStaff Services provides a full complement of Human Resource services.*

The duties we perform allow companies like yours to concentrate on their core business, resulting in increased profits. At the same time, we often save you money and reduce your employment liability.