

# GHRO

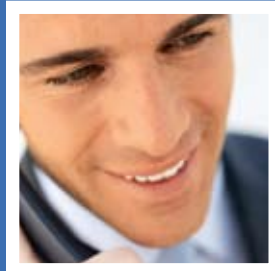
A 1<sup>ST</sup> FLAGSHIP COMPANY

GLOBAL HUMAN RESOURCES OUTSOURCING



## Total Solutions

Human Resources can be complex.  
See how easy it can be with GHRO.



**Your Trusted PEO**

As a leading Professional Employer Organization (PEO), GHRO Total Solutions provides integrated services designed to streamline the cost and complexities of HR management, employee benefits, payroll, Workers' Compensation and more. We offer this through a unique and seamless co-employment model that provides the benefits of a highly-staffed HR team without the overhead costs.

**What is a PEO?**

In a PEO/co-employment relationship, our clients continue to direct the day-to-day duties and activities of their employees. However, because the PEO takes on the majority of HR management chores, your time is freed to focus on what matters most – your business.

At the same time, as your PEO, we contractually assume certain rights, responsibilities, and risks on your behalf, particularly in the area of Workers Compensation. We become the “employer of record” on an employee’s W-2, which means we deliver and manage employee benefits, payroll processing and tax administration, workers’ compensation, state unemployment insurance, EEOC claims, and much more.



**Why Outsource to a PEO?**

The advantages of outsourcing HR management to a PEO are clear and compelling:

- You have the benefits and human resources support of a big company even though you are not one
- More productive use of time and resources—companies can devote internal resources and capital funds to revenue-generating activities
- Improved business focus on producing and delivering goods and services – not HR paperwork and compliance issues
- Guidance from experts from across the business spectrum
- Access to state-of-the-art HRMS technology, training and development, Fortune 500®-level benefits and much more

When you outsource your HR management to GHRO, you get expert support and guidance in all areas of HR, including employee relations, health benefits and 401(k), payroll and taxes, risk management, workplace safety, compliance and more.

**Why GHRO?**

With nearly 100 years of HR experience, our dedicated staff has the expertise, flexibility, and price to meet just about any HR challenge your company can encounter. Focus on what matters. Let GHRO take care of the rest.

We offer three different HR packages depending on your needs:

**HR Essentials** – for basic HR support with payroll, Worker’s Comp, benefits, and compliance, this package provides Asset Protection, Cost Containment Strategies, and HR systemization including unemployment filings and claims and government-required paperwork.

**HR Plus** – an additional support resource for your HR team, HR Plus has all the benefits of the HR Essentials package, plus it provides you with a customized turnover reduction strategy, employee productivity/leveraging resources, and four hours of consulting time per employee.

**HR Total Solutions** – a complete and comprehensive HR partnership that includes things like incentive pay plans, employee surveys, health and wellness programs, and unlimited on-site HR support.

See the following page for package details.



## HR Essentials

HR Essentials is designed for the company that is looking for basic HR support, including payroll, Worker's Compensation, health and welfare benefits and HR compliance. It's a basic yet vital tool for success that provides:

**Asset Protection** – HR Audits that look at wages, hours and safety, plus:

- Employee Handbook
- Application compliance
- Employment Practices insurance
- Trade secret (employment agreements, confidentiality agreements, non-competes, arbitration agreements)

**Cost Containment Strategies** – Including Workers Compensation and Health insurance, Dental/Vision/Life and ADD and 401(k). Also includes:

- Employee Assistance Program
- Short Term/Long Disability insurance
- Credit Union
- Flexible Spending Plans
- Safety manual
- State Unemployment Insurance reduction plan

**Human Resources Systemization** – including new hire forms, employee files, HR paperwork, payroll and taxes, HIPPA compliance and Workers Compensation audits. Also features:

- Unemployment filings and claims administration
- Employee benefits tracking, bill reconciliation, open enrollments and 5500 filing
- FSA administration
- Human Resources Information System including online benefit access
- Government required paperwork (EEO-1)

Other HR related services are also available on a per hour or per project basis. Contact us for more details.

## HR Plus

HR plus provides you with the HR Essentials package PLUS so much more!! It is designed for the company that has additional human resources needs but in a limited fashion. HR Plus includes all of the same programs as HR Essentials plus the following:

**Turnover Reduction Strategies** – featuring all aspects of recruitment, from ad design and placement and resume screening to interview training and facilitation. Also includes:

- Employee Selection (testing, personality profiling, drug and background checks)
- Compensation / incentive planning
- Training and development

**Employee Productivity / Leveraging Resources** – including Individual and Team Productivity tools such as performance management systems, incentive pay plans, disciplinary procedures, skills training, employee surveys and health and wellness programs. Also features access to:

- Return to work programs
- Strategic Planning tools (HR forecasting, Metrics and benchmarking)
- Exit interviews
- Online benefit access

**Free Consultation** – includes four hours of consulting time per employee per year.

HR Plus is completely customizable, and can be tailored to include as much or as little of these services as you prefer.

## HR Total Solutions

GHRO Total Solutions is the ideal solution for companies looking for a full array of HR services. With HR Total Solutions, you have direct access to an unlimited amount of products and services, including all of the services as HR Plus and HR essentials.

**100 Years of HR Experience + Unlimited Time & Resources = HR Total Solutions**

*NOTE : On-site HR support is also available for an additional charge.*



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