



**PAYROLL · HR · BENEFITS**

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

**INFINITI HR provides Human Resources Outsourcing services to the small to mid-sized business market, including Payroll, Human Resource Compliance, Employee Benefits Services and Risk Management Services in either a Professional Employer Organization (PEO) environment or through an Administrative Service Organization (ASO).**

## **Scope of Services**

### **Payroll Administration**

Process Payroll Checks  
Process All 941, 940 Tax Deposits  
Process All State Unemployment  
Process Withholding Tax Payments  
Produce W-2's and 1099's  
Comprehensive Payroll Records & Reporting  
Wage Garnishments and Tax Levies  
Direct Deposit (Multiple Accounts)  
Assist With Employee Questions  
Time & Attendance Solutions

### **Employee Benefits**

Group Health (PPO, HMO, POS, HSA/HRA )  
Group Dental, Vision & Life Insurance Options  
Short and Long Term Disability  
401 (k) Retirement Plan  
National Credit Union Membership  
Pre-Paid Legal Programs  
Flexible Spending Accounts  
Employee Assistance Program  
Working Advantage Employee Discount and Rewards Programs

### **Human Resources**

Employee Paperwork Solutions  
Personnel File Audits & Records Administration  
Compliance with FMLA, COBRA, EEO, INS, & IRS  
Termination Procedures  
Mediation & Arbitration  
Employee Training  
Employee Handbooks  
Hiring & Firing Assistance  
Recruiting/Staffing  
Consulting

### **Risk Management**

Full Service Workers' Compensation Programs  
Claims Administration & Audit Management  
Fraudulent Claims Investigation Team  
Proactive Loss Control Solutions  
Light Duty Return to Work Programs  
Unemployment Claims Management  
Stabilizing State Unemployment Rates  
Employment Practices Coverage Options  
Proactive Human Resources Policies

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