

PROFESSIONAL EMPLOYER ORGANIZATION

A Professional Employer Organization (PEO) enables clients to cost-effectively outsource the management of human resources, employee benefits, payroll and workers' compensation. Businesses need help managing increasingly complex employee related matters, and contract with a PEO to assume these responsibilities so they can focus on their core competencies to maintain and grow their bottom line

FACTS EVERY BUSINESS OWNER SHOULD KNOW:

- Record keeping, regulatory compliance and budgeting consume 22 hours per week of a small business owner's time. *(Denver Post)*
- The cost of hiring a new employee averages more than \$3,000 and a bad hire can mean an estimated loss of approximately \$40,000. *(U.S. Department of Labor)*
- Within six months of employment, 50 percent of all new employees quit. *(U.S. Department of Labor)*
- To comply with federal regulations, smaller businesses spend up to 80 percent more per employee than larger companies. *(Small Business Administration)*
- One out of three companies pays tax-filing penalties each year. *(Bureau of Labor Statistics)*
- Most smaller businesses offer only one health insurance plan to employees and pay premiums that are 13 to 15 percent higher than larger employers pay. *(America's Health Plan Survey)*
- This year, about 50 percent of companies will be sued by employees. *(Jackson Lewis)*
- The cost of defending an employment practices claim (regardless of merit) is upwards of \$300,000. The average amount is \$75,000. *(EEOC)*

"People are the key..."



...to any company's success"
Dan Brent Burt



CLIENT TESTIMONIALS:

"I like the way KimstaffHR follows up, gets issues resolved and finds solutions." *(Manufacturing Company)*

"KimstaffHR has helped us stay compliant with all the employment laws and regulations, and it is done very efficiently." *(Technology Company)*

"Since becoming a KimstaffHR client, we have been able to concentrate on bottom-line activities that enabled our company to grow." *(Engineering Company)*

"The amount of time and effort we have saved through using KimstaffHR has been extremely beneficial." *(Marketing Company)*

"We simply could not accomplish the functions KimstaffHR provides on our own." *(Assisted Care Company)*

"KimstaffHR is on the recommended vendor list for all our franchises to use." *(Franchise Company)*



800.601.4800
WWW.KIMSTAFFHR.COM

WHO WE ARE & WHAT WE DO:

For more than a decade, industry leader KimstaffHR has been providing valuable human resources services to clients across a wide range of industries. KimstaffHR is committed to helping businesses succeed by providing comprehensive solutions to enhance productivity, profitability and bottom line goals to create a positive, professional environment.

WHY YOU NEED US:

With KimstaffHR, client company decision-makers have a trusted business ally to help with the unique business challenges that take focus away from growing their business and making it a success. KimstaffHR's outsourcing solutions help employers reduce paperwork, optimize benefits, improve cost efficiencies and better compete in the labor market.



KIMSTAFFHR'S KEY ADVANTAGES:

- Leading-edge technology and paperless solutions
- User friendly manager and employee web access
- Personalized customer service with dedicated key contacts
- Enhanced employee benefit programs
- Competitive unbundled pricing
- Knowledgeable team with exceptional credentials
- HR Certification Institute approved provider

KIMSTAFFHR IS:

An affiliate of Kimco Staffing Services, a premier professional staffing company since 1986.



GOVERNMENT COMPLIANCE

- DLSE, EEOC, ERISA, HIPAA and ADA reporting
- Family Medical Leave Act (FMLA)
- Immigration Reform & Control Act (I-9s)
- Worksite labor law posters
- Employment law updates
- Other applicable employer regulations

PAYROLL

- Online payroll entry and processing
- W-4 and W-2 processing
- Direct deposit and debit cards
- Quarterly and annual payroll tax filing
- Labor distribution reports
- Audits, garnishments and certified payrolls
- PTO, sick and vacation time tracking
- Job costing and custom reports

INTERNET

- Self-service for managers and employees
- Paycheck stubs and PTO balances
- Benefit library and online enrollment
- Fillable forms access and data update
- Online report generation with real-time data
- Online reporting
- Document imaging

WORKERS' COMPENSATION AND RISK MANAGEMENT

- Claims preparation and filing
- Loss control management
- Modified duty, back-to-work programs
- Risk assessment and safety management
- Supervisor and employee safety training
- OSHA compliance assistance
- On-site safety evaluations
- Injury and Illness Prevention Program (IIPP)
- Employment Practices Liability Insurance (EPLI)

EMPLOYEE BENEFITS

- HMO, PPO and HSA medical plans
- Dental, vision and 401(k) plans
- Group disability and life insurance
- Benefits enrollment, consultation and COBRA
- Flexible Spending Accounts (FSA)
Medical, Dependent Care, Transportation
- College 529 plans and Long Term Care
- Critical Illness, Auto, Legal and Pet insurance
- Discount programs

HUMAN RESOURCES

- Customized management guides
- Employee handbooks
- Employee training and development
- Termination practices and consultation
- Progressive counseling
- Conflict resolution
- Records administration
- Unemployment claims management
- On-site assistance

OPTIONAL SERVICES

- Employee Assistance Program (EAP)
- Drug and alcohol testing
- Background checks
- Human Resource audits
- Performance appraisal programs
- Employee compensation studies
- Webinars and live seminars
- Skill evaluations and tutorials
- Recruiting and staffing at preferred rates

BOTTOM LINE VALUE • PEACE OF MIND SERVICE