

Working for you. Working with you.



How we define ourselves.



about SOI

SOI specializes in payroll, human resources, employee benefits and risk management services.

Active in the Professional Employer services industry since 1990, SOI has emerged to become one of the leading PEOs in the U.S.

our concept

Through "Employee Benefits Pooling," SOI pools together hundreds of companies representing tens of thousands of employees.

The economies of scale generated by this unique concept allow us to negotiate the best rates and benefit programs possible.

Your organization is then able to leverage SOI's expertise and collective buying power.

Providing value-added business services to small- to medium-sized businesses is what we do best. We're more than just a vendor to our customers, we're a trusted partner invested in their success.

what defines us

We care. About your business. About your livelihood. About your future.

We understand. We understand your business. We understand your industry. We understand your challenges.

We deliver. Knowledge complemented by a strong sense of direction. A masterful understanding of your business and the intricacies involved. An open avenue to resources and connections otherwise out of reach.

Services

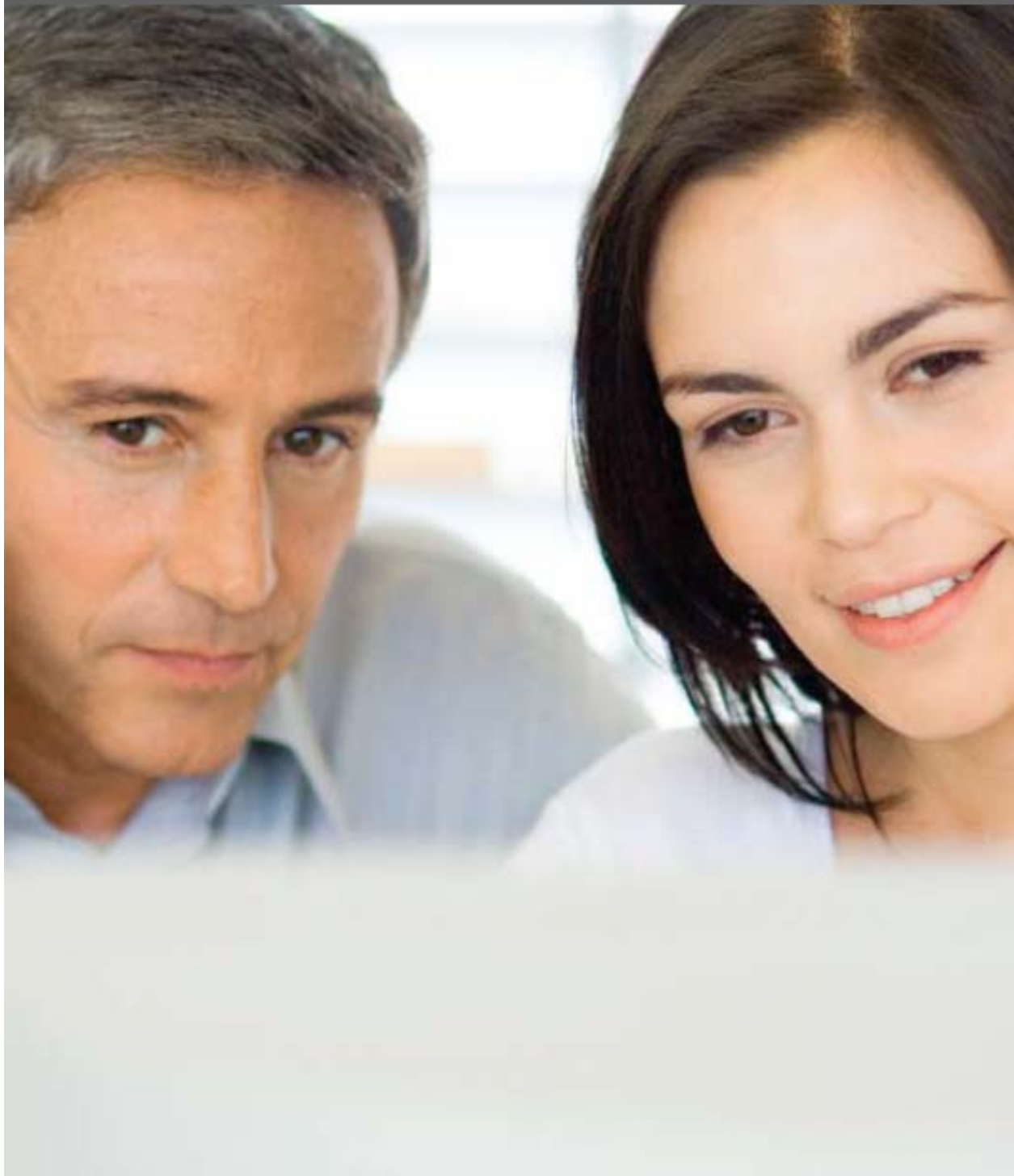
Payroll Administration

Workers' Compensation Management

Employee Benefits Management

Human Resources and Compliance

Employment Practices Liability Insurance (EPLI)



Payroll Administration

Leave the headaches to us. SOI focuses on consistently delivering timely and accurate payrolls, and alleviates the responsibility and liability associated with processing payroll and tax deposits. Our experienced staff of payroll professionals performs the following services:

- * Payroll processing and distribution
- * Tax deposits and payments
- * W-2 preparation and year-end distribution
- * Deductions for benefits, garnishments, liens and child support orders
- * Payroll reports, including job costing and certified payroll reporting
- * Full-time, online payroll reporting through the SOI Portal
- * Automated time clock and attendance systems support
- * Direct deposits

Employee Benefits Management

There's strength in numbers. By pooling together tens of thousands of employees, SOI is able to provide better benefits at more affordable rates on a wide variety of plans. Access to better benefits improves employee morale and helps reduce the expense and disruption of employee turnover. SOI is responsible for:

- * Health and welfare plans; medical, dental, vision
- * Retirement plan
- * Flexible spending accounts
- * Employee assistance plan
- * 529 college savings program
- * Mortgage discount program
- * Entertainment benefits
- * Claims administration
- * Eligibility tracking
- * Enrollment and communication of employee benefits
- * Nationwide, toll-free support line for employee questions

Workers' Compensation Management

Safety in the workplace is everyone's business. SOI uses "A" rated carriers and on-site safety managers to create a tailored, comprehensive loss-prevention strategy to minimize risks in your business. Coverage under this benefit is inclusive in our fee and "pay-as-you-go." No advance premiums or deposits are required to receive the following services:

- * Claims management and administration
- * Drug-free workplace assistance
- * Toll-free claim reporting

SOI utilizes a team of highly trained safety managers, claims consultants, and nurse care managers dedicated to professional safety and risk management services. Their experience in implementing proven and proactive safety practices in loss-prevention techniques helps ensure a safe work environment. Their duties include:

- * Establishing safety procedures
- * Making safety recommendations
- * Implementing loss prevention techniques
- * Providing nurse case management
- * Light-duty back-to-work programs

Employment Practices Liability Insurance (EPLI)

It pays to be protected. Which is why SOI offers Employment Practices Liability Insurance (EPLI) coverage to our customers.

The question for any organization is no longer whether it will face an employment practices claim, but rather how much such a claim will cost them—not only in terms of money, but also “soft” costs like damage to reputation and brand image, company morale and the business owner’s time and peace of mind.

EPLI is a key component of a comprehensive loss control strategy that protects you against claims (including lawsuits and administrative proceedings such as EEOC charges) filed by employees, former employees, and applicants for employment alleging discrimination (such as on the basis of race, age, ethnicity, religion, gender, and disability), harassment (such as sexual harassment), wrongful termination, illegal retaliation, and wrongful failure to hire.

SOI believes that EPLI coverage is just one component of a comprehensive loss control strategy. The best way to minimize the risk and damage of employment practices claims is to avoid having them. As a customer of SOI you have access to our entire range of HR services. SOI can help you institute the right policies and procedures to help you make good hiring decisions and address problems before they become lawsuits, as well as provide training to your managers and supervisors. Perhaps most importantly, you can call our HR experts any time you need advice or a sounding board.

Human Resources and Compliance

“Take care of your people and your people will take care of business.” Through the unique PEO relationship, SOI becomes responsible for managing the following administrative tasks, while also helping assure that you remain in compliance with the myriad of ever-changing, mandated governmental requirements:

- * Employee file maintenance
- * Human resources forms
- * Employee handbooks
- * Recruiting and hiring practices assistance
- * Pre-employment background checks (for a nominal fee)
- * Unemployment claims management
- * Required worksite posters
- * COBRA and HIPAA administration
- * On-site and telephone support available

What is a PEO?

Why you need SOI

What SOI can do for you

Trusted Advisor Program

What others say



What is PEO?

It's a Professional Employer Organization. And it's a one-stop service provider that allows business owners to concentrate on running their businesses without getting bogged down in administrative headaches. It also allows them to provide employees with benefits that would normally only be available at much larger companies.

PEOs, through the co-employment model, become the legal "employer of record" for employment and benefits purposes, thereby assuming many of the responsibilities and liabilities present in every business.

Employees on a PEO's payroll are able to participate in the PEO's health, retirement, and supplemental benefits and are covered by their workers' compensation policy, so you don't have to worry about making these complex arrangements. The PEO also takes care of the payroll, including everything from printing the checks to reporting and paying the employment taxes. Additionally, the PEO provides human resources and compliance expertise. All while you remain completely in control of your product and day-to-day business operations.

Why your business needs SOI

True advancement in your industry comes from attracting and cultivating a well-trained and highly skilled workforce. And to truly establish such a workforce, you need time, energy and incentive on your side.

That's where SOI comes in. Our belief is that by allowing highly skilled specialists at SOI to perform the "non-core" functions of your business you gain more time to provide attention to the "core" functions, which earn profits for your business.

Through "Employee Benefits Pooling," SOI pools hundreds of companies representing tens of thousands of employees together. The economies of scale generated by this unique concept allow us to negotiate the best rates and benefit programs possible.

Your organization is then able to leverage SOI's expertise and collective buying power to reduce many of your employment lifecycle expenses. And your employees are able to receive the attractive benefits and expert HR services that promote loyalty and productivity in the workplace.

What SOI can do for you

At SOI, we're more than just a vendor to our customers. We are a trusted partner invested in their success. **Why?**

Because we care. About your business. About your livelihood. About your future.

Because we understand. We understand your business. We understand your industry. We understand your challenges.

Because we deliver. Knowledge complemented by a strong sense of direction. A masterful understanding of your business and the intricacies involved. An open avenue to resources and connections otherwise out of reach.

Simply put, your vision is our vision. We embrace your future with the same eagerness that you do and are dedicated to invigorating and protecting your most vital resource—your employees.

The following is a closer look at the many ways a relationship with SOI can boost your business:

- * Alleviate many of your administrative responsibilities and reduce liabilities
- * Attract and retain your most valuable company resource—your employees
- * Transfer business risk of many employment-related exposures
- * Contain and reduce your overall employee-related administrative costs
- * Preserve cash flow through our "pay-as-you go" WC program. No deposits. No audits.
- * Improve compliance with state and federal laws
- * Gain access to expert competencies in HR, Payroll, Benefits, Safety and Risk Management
- * Improve safety in your workplace environment
- * Improve employee morale and reduce expense and disruption of employee turnover

See what other companies have to say about SOI



"They understand my business to the best degree possible without being 'in my business.'"

"They really try to avert problems so you don't have any issues to begin with."

"They act like I'm their only customer."

"With SOI, nothing falls to the wayside."

"If an employee comes to me with a question, I know I can turn to SOI."

"Their partner relationships are better than what we could provide alone."

"They are like an added feature, an extra person working for me."

"You can get everything from SOI. They're trustworthy, attentive and helpful. They show that they care."



We embrace your future.

key advantages of our solution

SOI alleviates many of the administrative responsibilities and liabilities associated with running your business. We also help you:

- Attract and retain your most valuable company resource—*your employees*
- Transfer business risk of many employment-related exposures
- Contain and reduce your overall employee-related administrative costs
- Preserve cash flow through our “pay-as-you-go” WC program, no deposits, no audits
- Improve compliance with state and federal laws
- Gain access to expert competencies in HR, Payroll, Benefits, Safety and Risk Management
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the true costs of employee administration

The following chart was compiled from data gathered by the U.S. Chamber of Commerce, the U.S. Labor Department and the Small Business Administration.

Number of Employees	1–9	10–49	50–199	200+
Manual Payroll System	10–12%	8–10%	7–9%	6–8%
Automated Payroll System	8–10%	6–8%	5–7%	4–6%

the next step

Allow SOI to present you with a comprehensive, no-obligation assessment of employment-related costs.

Your vision is our vision.



We embrace your future with the same eagerness that you do and are dedicated to invigorating and protecting your most vital resource—**your employees.**



what we deliver to our customers

Confidence—Knowledge, conviction, advancing our customers' goals

Expertise—Understanding our customers' business, industry focus, insight

Access—Connecting our customers to the resources they need including "Blue-Chip" providers

