

HRO Services



- Payroll & Tax Processing
- 100+ Management Reports
- Wage Garnishments
- Direct Deposit
- W2s
- W2s On-Line
- Employee Self Service Portal & Tools
- PTO Accruals
- Web-Time Entry
- General Ledger Interface
- Initial HR Audit
- Handbook Review
- HR Policies Review
- HR Partner On-Line
- Job Descriptions
- HR Help Desk
- On-Site Stewardship Meetings
- Pay-As-You-Go Workers' Compensation
- 401(k) Interface

Our HRO Service...

We assist each HRO client with an initial assessment of their current HR practices and procedures to ensure we work as a partner for future growth. Our HRO platform ensures that every client receives not only compliance protection, but also provides an opportunity to take advantage of our advanced HR Consulting services.

We use the initial HR assessment to determine the areas that need improvement while also maintaining the areas that are already strong. To address the diverse needs of each HRO client we start the assessment with a custom employee handbook and build from there to determine what, if any, future advanced HR support will be required.



For more information please contact us at:

1-800-422-3782
www.certipay.com

HRO Services Plus

Separations

- Documentation Guidance - Unemployment Claims Administration - Turn-Over analysis - Liability Avoidance/Mitigation Guidance - COBRA Administration - Former Employee Historical Data Retention

Full Service Benefits Administration

- Electronic Benefit Enrollment - Enrollment Communications & Tools - Carrier Connections - Employee Service Center - Statement Reconciliation - Client Advocacy - COBRA Administration - Leave of Absence Tracking - Employee Assistance Program

Safety & Risk Management

- On-site Loss control Evaluation - OSHA Log - Claims Management - Injured Employee Contact - Occupational Injury / Illness Management Guidance

Training & Employee Development

- Training Tracking - Performance Management Tracking - On-line Training - Seminar Series - On-site Training - Compensation Tracking & Management

Employee Relations

- HRIS - Employment / Life Balance perks - Employee Relations Guidance - Forms Library - HR Help Desk

Regulatory Compliance

- EEO Report - Vets 100 Report - Historical Reports - Regulatory Change Alerts - Compliance Guidance related to: recruitment, selection, performance management, discipline & termination - Employment Law Guidance (FMLA, FLSA, EEO, ADA, etc.) - Personnel Risk Management Best Practices - Wage & Hour; Contractor Guidance