

SERPEO

PROFESSIONAL EMPLOYER ORGANIZATION (PEO) Outsourced Human Resources and Business Services

1707 West Big Beaver, Troy, MI 48084 (248) 643-8590

Human Resource Management

Employee Relations

- *Certified Human Resources Professionals
- *Design & Train Employee Handbooks
- *Employee Job Descriptions
- *Benefit Enrollment
- *New Hire Orientation
- *Wage/Salary Administration & Research
- *Employee File Maintenance
- *Performance Appraisals Design
- *Employee Complaint Resolution
- *Employee Communications
- *Discipline & Termination
- *Exit Interviews
- *Out Placement Services
- *Annual Service Review

Regulatory Compliance

- *Unlimited Compliance Consultation
- *Toll-Free Human Resource Support
- *Supervisor Handbook
- *EEO Reporting with local, state and federal labor law guidelines
- *Guidelines & Forms for Hiring, Discipline & Termination
- *Interpretation/Compliance with State and Federal Employment Regulations
- *Liability Management & Indemnification
- *Social Security Verification
- *New Hire Reporting

Training & Development

- *Customized On-Site Training Available
- *Employer Workshops
- *Workshop Topic Categories:
 - Performance Management
 - Sexual Harassment
 - Disciplinary Procedures
 - The Hiring Process

Payroll & Tax Administration

Payroll Administration

- *Dedicated & Certified Payroll Specialist
- *Accurate & Timely Data Processing
- *Check Preparation & Delivery
- *Direct Deposit of Paychecks (optional)
- *Remote Data Entry (optional)
- *W-2/W-3 Preparation
- *Calculate & Process Payroll Deductions
- *Process Employee Tax Levies, Child Support & Garnishments
- *Benefit Deductions & Reconciliation
- *Calculate Third Party Deductions
- *Wage & Employment Verification
- *Web-based Payroll

Tax Administration

- *CPA Certification on Tax Payments
- *Assume Liability for Tax Reporting & Payment
- *Calculation & Payment of Withholding Tax Liabilities
- *Payment of FICA, FUTA, SUTA & any Other Employment Taxes
- *Filing of 940s, 941s, State & Local Tax Returns
- *Advanced Earned Income Credit (for Qualified employees)
- *Tax Credit Administration

Payroll Management Reports

- *Detail Payroll Cost Reports
- *Deduction/Benefit Detail Report
- *Labor Costing (Department or Job)
- *Vacation Accrual Reporting
- *Comprehensive Employee Report
- *Customized Reports Available

Risk Management

Workers' Compensation

- *A+ Rated Insurance Carrier
- *Premium Reporting & Payment
- *Eliminate Up Front Deposits
- *Eliminate On-Site Payroll Audits
- *Certificates of Insurance Within 24 hrs
- *Accurate Claims Reporting
- *Return to Work Programs

Employee Safety

- *OSHA log and reporting compliance
- *Worksite Inspections/Recordkeeping Audits
- *Safety Coordinator/Supervisor Training
- *Worker Compensation compliancy code
- *Drug & Alcohol Policies
- *Safety Incentive Programs

State Unemployment Insurance Management

- *Monitor Claims
- *Protest Improper Claims & Charges
- *Assistance with Hearing & Appeals
- *Claims Activity Reports
- *Review Policies to Control UI Rates

Employee Benefit Administration

Employee Benefit Package

- *Medical
 - Traditional/ PPO/ HMO
 - Alternative Options
 - RX Options/ Vision/ Dental
- *Life Insurance
- *Long/Short-Term Disability
- *FSA, DCRA
- *Complete Benefit Administration, Enrollment, Billing, Reconciliation Premium Payment, Renewal Negotiations
- *COBRA Administration & Compliance
- *IRC Section 125 Plan
- *Employee Assistance Program
- *Medical Saving Accounts
- *Aflac
- *Savings Bond & Profit Sharing Administration

Filing and Test Compliance

- *401 (k) Retirement Plan
 - Custom Plan Design
 - Self Directed Investments
- *401 (k) Administration & Compliance
- *Employee Enrollments
- *Complete Administration
- *Complete Testing
- *IRC Section 125 plan
- *Form 5500 Filing and Preparation
- *ERISA

Make Your Next Move to

