



# PEOPLE PREMIER

Professional Employer Organization

## Administrative Services Menu

### Option #1: Silver Payroll Plan

\$8.00/check\*

- Payroll Administration
- Direct Deposit
- New Hire Reporting
- Garnishment Administration
- Tax Administration – All payroll tax deposits and returns
- Web Portal – Employee access to personal information and paystubs; all new hires and payroll entered by client
- Time and Attendance Module \$9.00 PEPM

### Option #2: Gold Payroll Plan

\$12.00/check\*

- Payroll Administration
- Direct Deposit
- New Hire Reporting
- Garnishment Administration
- Tax Administration – All payroll tax deposits and returns
- Paid Time Off Tracking
- Workers' Compensation Audit Assistance
- Web Portal – Employee access to personal information and paystubs; all new hires and payroll entered by client
- HR Support for Personnel Matters and Compliance Issues – 2 Hours per month
- Time and Attendance Module \$8.00 PEPM

### Option #3: Platinum Payroll Plan

\$16.00/check\*

- Payroll Administration
- Direct Deposit
- New Hire Reporting
- Garnishment Administration
- Tax Administration – All payroll tax deposits and returns
- Paid Time Off Tracking
- Workers' Compensation Audit Assistance
- Web Portal – Employee access to personal information and paystubs; all new hires and payroll entered by client
- Employee Handbook Review and Revision
- HR Support for Personnel Matters and Compliance Issues - Unlimited
- Unemployment Insurance Administration Support – Assistance with disputing unemployment claims
- Time and Attendance Module \$7.00 PEPM

\*Minimum charge of \$25.00 for weekly, \$50.00 for bi-weekly, \$62.50 for semi-monthly, \$125.00 for monthly  
Additional Fees: Delivery - \$15.00 (via FedEx) for live checks. If all are electronic, fee is waived.  
W-2 Processing & Delivery - \$3.00 per W-2

<b>Background Check, Drug Screening and Motor Vehicle Reporting</b>	
Background Check	\$50.00
Drug Screen*	\$40.00
Drug Screen, paper form	\$35.00
Background Check + Drug Screen*	\$85.00
Background Check + Drug Screen* + MV	\$88.00

\*Electronic Chain of Custody

### **Recruiting Services**

Access to our recruiting division, Clear Recruiting Solutions, to help you screen and identify the best candidates for your practice. If you include recruiting with payroll services, we'll give you a discounted rate of 18% for permanent placement hires.