



Payroll and Human Resources Solutions

Services Include:

- ✓ Flexible Payroll Input Options
- ✓ Complete Payroll Administration
- ✓ Payroll Preview
- ✓ Direct Deposit
- ✓ New Hire Onboarding
- ✓ New Hire Reporting
- ✓ Garnishment Administration
- ✓ Custom Electronic Reports
- ✓ 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
- ✓ State Unemployment Insurance (SUI) Management and Administration Support
 - Assistance with disputing unemployment claims
- ✓ Labor Law Poster Compliance Update Service

Fee Schedule	
New Hire Fee	\$30.00
Risk Management	1.0% of Workers' Compensation fee*
Administrative Fee	1.5% of Gross Wages
Human Resources	1.5% of Gross Wages
W-2 Processing and Delivery	\$1.00 per W-2
Live Check Delivery via Fedex	\$15.00
Direct Deposit	Included

*Fee varies by industry

Flexible Add on Options	
Time and Attendance Module	\$9.00 PEPM
Benefit Administration*	1% of Gross Wages
Benefit Management	3% of Gross Wages
401k Management**	2.5% of Gross Wages
Recruiting Services, as needed	18% of annual salary

*Fee waived with Benefit Management election

** Terms and Conditions Apply

Background Check, Drug Screening and Motor Vehicle Reporting	
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

Optional 401k Plan Highlights

- ✓ Serviced by Nationwide Financial Services Inc.
- ✓ Convenient On-line enrollment
- ✓ Full time employees (30 hours minimum per week) become eligible the first quarter following one (1) year of service.
- ✓ Client is responsible to fund 4% safe harbor match contribution
- ✓ Subject to the terms and conditions set forth in the master plan control documents

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.