



EMPLOYER SERVICES

# YOUR EXPERTS FOR ALL THINGS HR

Our HR consulting services cover the full spectrum of HR, from creating a program from the ground up to optimizing your compliance protocols. Regardless of the level of service you need, our goal is to deliver meaningful results and become a trusted partner for years to come.



*Work with our team of experienced professionals to create a blueprint for your HR program.*



*Our entire HR team will help you stay in line with all state and federal regulations.*



*We'll help with policy design and development.*

## HR strategy and implementation

At ESC, you'll work with our team of experienced professionals to create a blueprint for your HR program. Once the strategy is in place, we become an extension of your internal team to execute day-to-day tasks and bring your plan to fruition.

### A sampling of our HR services:

- On-call and on-site support
- Employee training and development
- Comprehensive HR assessment
- HR strategic planning
- Job description design and implementation
- Create and update employee handbooks
- Performance management and coaching
- Policy development
- Performance evaluation systems
- New hire orientations
- Terminations
- Employee discipline
- Compensation analysis
- Help develop Employer of Choice culture

## Compliance

With so many employment compliance regulations, it's nearly impossible for your internal team to keep up. Our entire HR team, including our HR compliance officers, will help you stay in line with all state and federal regulations.

### A sampling of our compliance services:

- Labor law compliance
- State unemployment representation
- Employment eligibility verification
- Labor board hearings
- Department of Labor audits and issues
- Harassment and discrimination investigations
- Code of Conduct violations
- Support and resources

# SOLUTIONS THAT BENEFIT EVERYONE

At ESC our experienced Benefits team, along with our ACA officer, will work diligently to find the benefits package that meets your needs.



*We'll tailor a Fortune 500-style benefits package with a wide range of cost-effective solutions.*



*We keep your employees informed and educated, and will jump in to handle any situation that arises.*



*We handle the day-to-day responsibilities of administrating your benefits plan*

## Benefits procurement and enrollment

After a thorough assessment of your company and needs, we'll tailor a Fortune 500-level benefits package with a wide range of cost-effective solutions. Then we'll make the enrollment process as stress-free as possible for both your employees and HR team.

### A sampling of our benefits services:

- Procurement of all employee benefit plans
- Administration and remittance of the 401(k) plan
- Administration, reconciliation, and remittance of health and other insurance plans
- Administration of statutory disability insurance
- Provision of pre-tax programs

## Employee communications

It's normal for your employees to have questions about their benefits. But handling every request can place a tremendous burden on your team. At ESC, we keep your employees informed and educated, and will jump in to handle any situation that may arise.

### A sampling of these services:

- Maintain plan descriptions
- Employee benefits help desk
- COBRA notification, processing, claims management

## Recordkeeping and compliance

The task of administrating your benefits plan is complex and ever-changing. Let us handle the day-to-day responsibilities and keep you apprised on the latest regulatory changes.

### A sampling of these services:

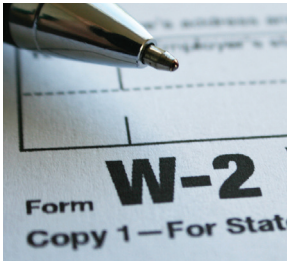
- Provide plan testing and reporting
- Reconcile benefit accounts
- Monitor benefit plan discrimination
- Custom benefits reporting
- Manage plan audits

# PAYROLL MADE SIMPLE

At ESC, we take the burdens and stress out of managing payroll. Our team of experts understand the process inside and out, and will work diligently to make sure your employees are paid on time accurately, in accordance with complex IRS and state laws.



*We ensure your employees get paid on time, every time, with our dependable payroll processing service and convenient web-based payroll portal.*



*We handle the responsibilities of depositing and filing your payroll taxes.*



*Our advanced payroll reporting provides you with valuable information about your employees and business.*

## Payroll processing

With our dependable payroll processing service and convenient web-based payroll portal, we ensure your employees get paid on time, every time.

### A sampling of our payroll services:

- Signed and sealed paychecks
- Payroll delivery
- Payroll calculations
- Employee orientation
- Employee set-up and maintenance
- Employee direct deposit for multiple accounts
- Flexible data input methods
- Prevailing wage processing
- Government certified payroll

## Payroll taxes and withholdings

Keeping track of your payroll taxes and making payments is a time-consuming process full of challenges and risks. Let us handle all the responsibilities and help you avoid costly penalties.

### A sampling of our payroll tax services:

- Tax depositing and filing
- Pre and post tax calculation
- Tax payments and reporting
- Year-end W2s
- Garnishment withholding and remitting

## Payroll reporting

When the paychecks go out, our work is just beginning. Our advanced payroll reporting provides you with valuable information about your employees and business.

- Time-off reporting and tracking
- New hire reporting
- Standard and custom payroll reports
- Customized general ledger reports
- Year-end payroll report files
- Job-costing and prevailing wage reports