



WELCOME

YOUR EMPLOYEES NEED PROFESSIONAL HELP!

FROM PAYROLL TO RISK MANAGEMENT, WORKERS'
COMPENSATION AND BENEFITS, WE CAN HELP

Resourcing Edge is pleased to announce our partnering with Griswold Home Care to provide comprehensive Human Resource, Payroll and Benefit support services.

That's what you get when you outsource your human resource responsibilities to *Resourcing Edge*. Our team of trained HR professionals are fully prepared to handle even the most complex issues because, that's all they do! Their job is to ensure your employees receive the kind of benefits they'd expect from a much larger employer.

All this while keeping you in compliance with ever changing government regulations. Plus, *Resourcing Edge* offers your company a full spectrum of cost-effective solutions for improving your workforce.

We look forward to working with you!

Your Full-Service Provider



*Our robust web-based software
saves you time and money.*

PAPERLESS

- Access to information anytime, anywhere
- Enables growth, reduces complexity
- 24/7 real-time information access from a phone, tablet, computer application

COMPLIANCE

- ACA calculations and continuous system updates
- Powerful reporting capabilities
- Ability to control overtime with notifications and real-time updates

EMPLOYEE SELF-SERVICE PORTAL

- Personal data changes
- W-2s online to view or print
- Vacation / sick / personal time-off requests online

CLIENT SELF-SERVICE PORTAL

- Custom and standardized reports
 - **Property Report Tab**
 - **Test Equipment**
 - **Vehicles (License, Insurance)**
 - **Laptops**
- Employee status changes, pay rate changes, department or projects



OUR ACCREDITATIONS



Certified Professional Employer Organization (CPEO)
One of the first PEOs to be IRS Certified, meaning our clients have less liability and more protection.



**Employer Services Assurance Corporation (ESAC)
Accredited**

Only 5% of the outsourcing service providers in the nation are ESAC accredited. Complete a rigorous process quarterly to meet ethical, operational and financial ESAC standards.



**National Association of Professional Employer
Organizations**



Service Organization Control Audited (SOC 1 & SOC 2)
Audited to ensure processes and controls are in place to protect sensitive information.

Payroll & Tax Administration

Our robust technology makes our payroll solutions scalable and efficient.

PAYROLL SOLUTIONS

- Compatible with ClearCare
- Direct deposit, live checks and paycards
- Online data management
- Real-time detailed reporting:
 - Job costing
 - Departmental reports
 - Benefit analysis
 - Certified Reports
- Garnishment and deduction administration
- General ledger uploads
- Web-based time and attendance system
(Additional Fee)
- Pay Independent Contractors, we will file the 1099 (\$20 per payment issued)
- Access to information anytime, anywhere

EMPLOYEE SELF-SERVICE

- Check stubs available online
- Pay history accessible 24/7
- Personal information to view and update
- Benefits information and enrollment status
- Vacation / sick / personal time-off management
- Access to handbooks and corporate documents
- W-2s online to view or print

TAX ADMINISTRATION

- Tax administration and reporting
- Periodic, quarterly and annual filings
- W-2 processing and production



Work Comp & Risk Management

Our team identifies and minimizes risks, and guides you through issues to help you stay compliant.

RISK MANAGEMENT SERVICES

- No deposit required
- Claims advocacy / reporting
- "Pay-As-You-Go" workers' compensation coverage
- State and federal reporting

LOSS CONTROL SERVICES

- On-site loss control study
- Safety/Loss Prevention assistance

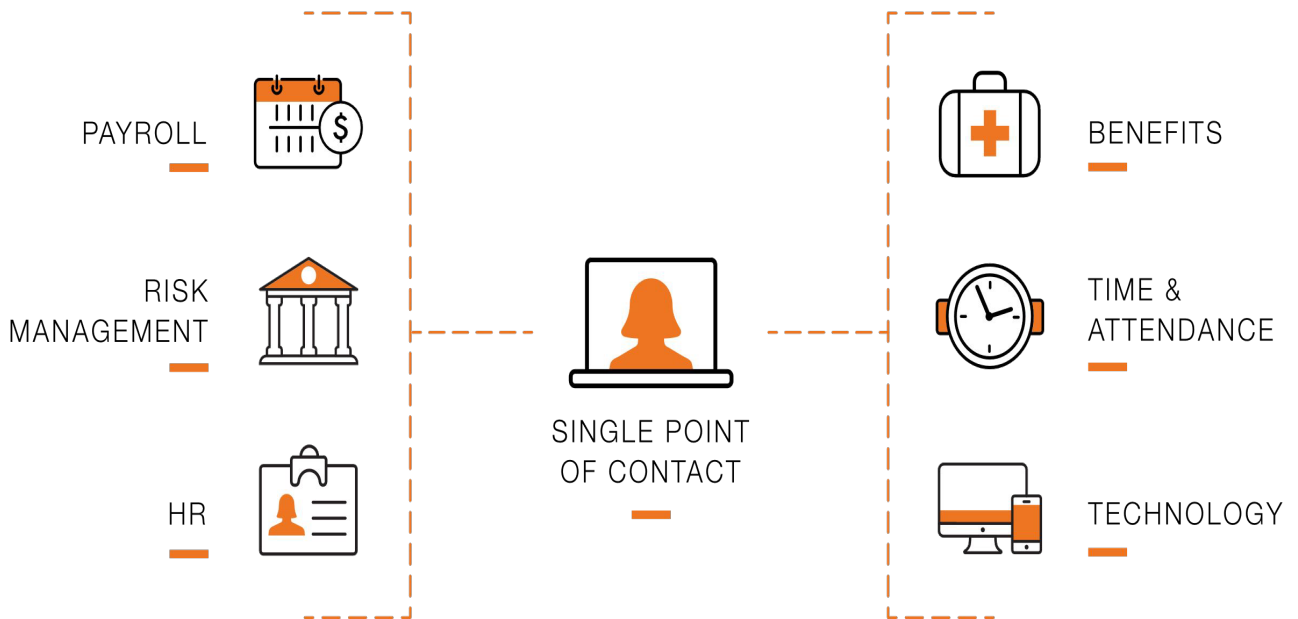
SAFETY SERVICES

- On-site safety review
- Online safety training:
 - Accident prevention
 - Hazard communications
 - Personal protection
- Safety videos / posters (Additional Fee)
- OSHA compliance assistance



Your Full-Service Provider

A Variety of Services, With a Single Point of Contact



PEOPLE + KNOWLEDGE = THE DIFFERENCE

From the beginning of your relationship with Resourcing Edge, you will have a staff of professionals to help you with all of your human capital needs.

Compatible With ClearCare



ClearCare Usage Reinforcement

Standard Configuration

Single Point of Contact

Fair, Pre-Negotiated Price

Syncing with your Service Delivery Model

Turnkey Solution

Resourcing Edge provides a complete solution for Human Resources, Payroll Administration, Benefits Administration and Risk Management.

The Proposed Service Rates are based upon information supplied by your company. For each pay period, Resourcing Edge will pay employees via direct deposit (or paper check) and make all corresponding tax deposits.

Resourcing Edge will also provide your company with world-class benefits in the areas of medical, dental, vision, life and disability, and retirement. The pro-rata portion of the monthly employer contribution towards benefits sponsored by Resourcing Edge will appear on your company's invoice for each corresponding pay period.

Administrative fee = 2% of payroll

- ✓ Full HR Support.
- ✓ Full Payroll and Tax Administration.
- ✓ Become an Employer of Choice with Superior Employee Benefits.
- ✓ \$3,000,000 Employment Practices Liability Insurance Included.

One-time conversion fee: \$ 1,500



PREPARED FOR: Griswold Sample Proposal

Schedule B - Fee Schedule

MONTHLY BILLING FEES

WC Code	No. of EEs	Payroll/Code	Admin Fee (PEPM)*	WC Fee	11TAX BILLING FEES		
					FICA **	FUTA **	SUTA **
8810TX	5	\$8,333	2.00%	0.16%	7.65%	0.60%	3.33%
8829TX	10	16,666	2.00%	2.85%	7.65%	0.60%	3.33%

WC Code	Work Comp Code by job description
EE's	Number of employees by code, per state
Payroll/Code	Average Monthly Average Payroll per code
Admin Fee	All-Inclusive Administration fee – <i>Percentage of the payroll</i> <i>NO extra charges for new hires, off cycle or bonus checks</i>
WC Fee	Fee charged by the work comp carrier to provide employee coverage
FICA	Federal Income Tax (6.2% Social Security and 1.45% Medicare taxes)
FUTA	Federal Unemployment tax (payroll cap \$7,000)
SUTA	State Unemployment tax (varies by state)

Minimum Monthly Fee is \$500.

*Charged per registered employee per month (PEPM)

**Charged on all client reported gross wages subject to the state and federal annual individual tax limits.

One-Time Conversion Fee, payable to RE-1: \$1,500.00

Additional Products/Services: Administration fees include paperless onboarding services. Any delivery fees will be charged on a per-usage basis. All fees are billed to Client on a per-payroll basis. All rates subject to final underwriting.

Client Signature Date

Signature Date

Printed Name and Title

Ted Crawford CEO
Printed Name and Title

E-Learning

A comprehensive eLearning suite to educate and develop your employees

COURSE EXAMPLES:

- HIPAA Training
- OSHA and General Safety
- Working with Difficult People
- Management Courses
- Manager's Guide to Discipline & Documentation
- Leadership Development
- Building and Leading Teams
- FMLA Leave Training
- Communicating with Confidence
- Listening Essentials

- Pandemic Flu Awareness
- Retaining your talent pool
- Performance Management
- Customer Service
- + MANY MORE

TRAINING CAN BE ASSIGNED & TRACKED

- Assign material to new hires or established employees
- Sexual harassment certification
- Available from any device



Getting Started Is Simple



From the beginning of your relationship with Resourcing Edge, you will have a staff of professionals to help you with the onboarding process.

The next step is to give us a call:

Kevin George
770- 845-3410

Eric George
770-845-0091

team@peoadv.com

PEO Advantage is the authorized Broker for Resourcing Edge

www.ResourcingEdge.com

