



## **PAYCHEX BUSINESS SOLUTIONS**

A Professional Employer Organization

***PAYCHEX***<sup>®</sup>

# Comprehensive Payroll, Human Resource, and Benefits Administration

## Solutions from the Expert

**P**aychex Business Solutions (PBS) is the professional employer organization of Paychex, Inc., which serves more than a half million businesses nationwide and has over thirty-five years of experience in the administration of payroll, benefits, and human resource programs.

PBS is a cost-effective alternative to delivering comprehensive benefits with minimum commitment of your time and manpower.

Here's how PBS works for you:

- You retain control of your employees and your daily operations.
- You outsource your payroll processing, employee benefits administration, and certain human resource services to PBS. PBS becomes your co-employer.



## Manage Risk and Increase Productivity

As a PBS client, you will be assigned a client service representative dedicated to helping you consolidate procedures and aid in on-site orientations, training, and annual enrollments. This professional is supported by a team of specialists in payroll, human resources, benefits administration, and safety and loss control.

In addition to your client service representative, Paychex provides you and your employees with both online tools and call center support to assist with any day-to-day needs you may have with PBS services.

## Recruit, Hire, and Retain

PBS helps you offer comprehensive and competitive health insurance, benefits, and retirement plans that are equal to those offered by some of the nation's largest companies. This provides the opportunity to recruit qualified, productive employees and reduce turnover.



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**“We have been with Paychex for many years and we have been very pleased with all the services they have to offer and their great customer service. I would recommend them to any business.”**

– Ava Sayre, Business Manager  
Gorovoy M.D. Eye Specialists

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# You Take Care of Your B

## Health Insurance Plans and Administration

PBS offers top-rated national health insurance carriers that provide various plan options for you and your employees. These plans vary in terms of flexibility and cost.

Health plans include:

- HMO, POS, PPO, HDHP, MCPOS, and Indemnity
- Dental
- Vision
- Disability
- Life

COBRA administration is provided as well.

## Employee Benefits

- Health advocacy service – personal assistance with employees' healthcare issues
- Employee call center
- Employee Web-based self-service for benefits enrollment and changes
- Employee Assistance Program (EAP)

## Human Resource Services

- Paychex® HR Online, an Internet-based, secure human resource management system (HRMS)
- On-site management and employee training
- Regulatory compliance assistance
- Required state and federal labor posters
- Job descriptions
- Personnel forms
- Compensation surveys
- Employee handbooks

## Retirement Plan Services

- Flexible design options – 401(k), safe harbor, profit sharing
- Wide assortment of investment elections from major fund families
- Quarterly compliance testing
- Filing of required forms
- Participant enrollment
- Online account management
- Employee loan administration

“Our employees are extremely satisfied with their health benefits and, by going through Paychex, we have saved ... in health insurance premiums. Thanks, Paychex!”

– Pamela Tate, Office Manager  
Millers Feeding Solutions, Inc.

**PAYCHEX**®



# business, PBS Takes Care of the Details

## Payroll Administration

- Flat fee, itemized statements
- Signed payroll checks or direct deposit statements, inserted in envelopes, ready for distribution
- Payroll debit cards\*
- Employee earnings statements
- Payroll journals that detail current payroll information
- Department summaries
- New-hire reporting to government agencies
- PTO tracking and reporting
- State and federal withholding and payroll tax deposits and returns, including federal and state unemployment
- Section 125 Premium Only Plan (POP) handles employees' pretax deductions to pay their portions of healthcare insurance premiums
- Garnishment payment service
- Tax credit services
- Online reports

## Section 125 Flexible Spending Account (FSA) Plan Administration

- Plan design and setup
- Eligibility determination
- Employee enrollment
- Daily claims processing and check reimbursement
- Semiannual compliance testing
- Participant online account management

## Safety and Loss Control Services and Workers' Compensation Administration

- Safety and loss control consultation, analysis, and program development
- Work-site safety videos
- OSHA federal/state mandatory program development
- Assistance with workers' compensation claims

## State Unemployment Insurance Administration

- Claims administration
- Teleconference representation at claims hearings where permitted by law

## Optional Services\*

- Time and labor management
- Background checks referral service
- Drug testing referral service

\* Available for an additional fee

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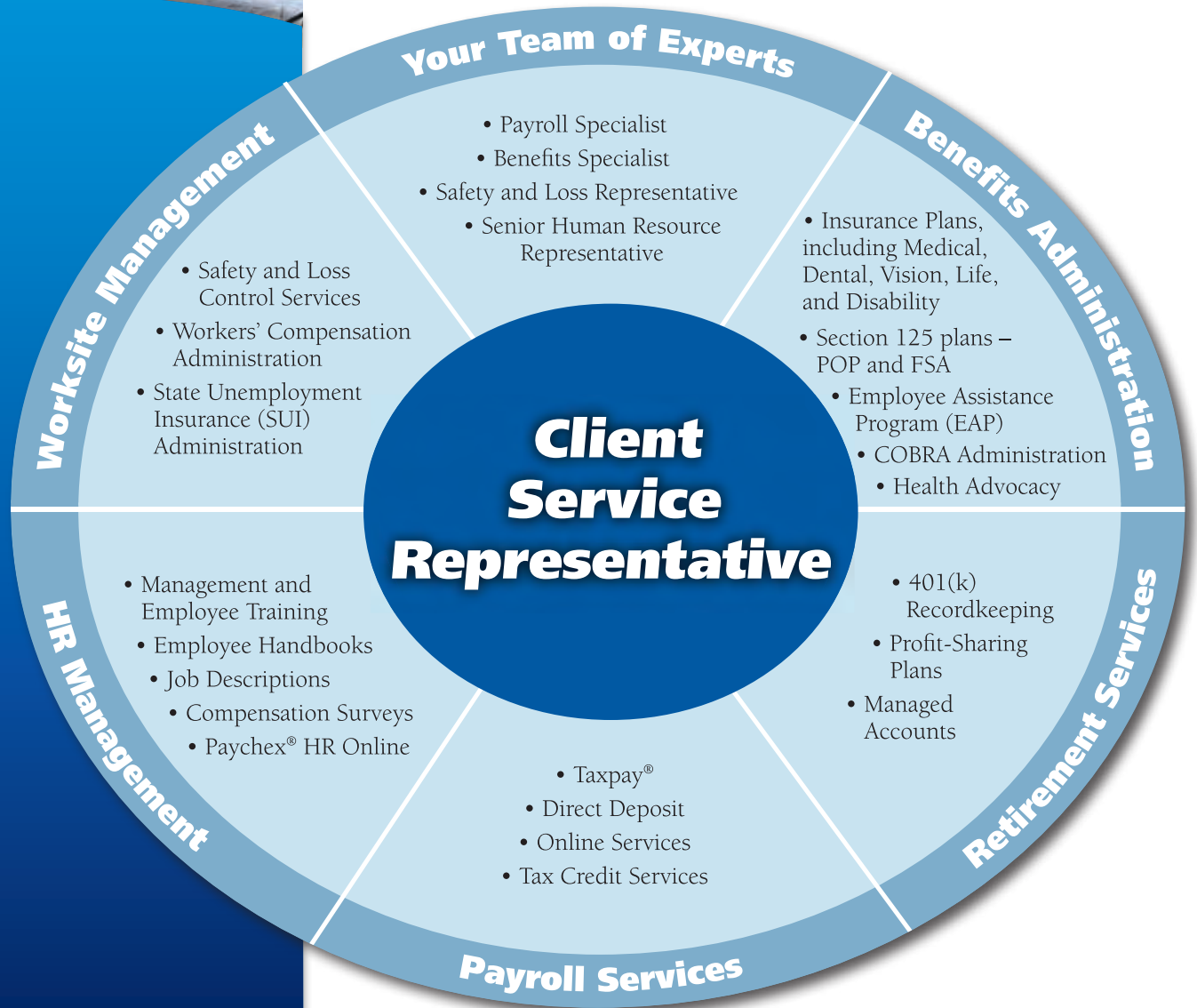
**"I am really happy with the services that are provided under one umbrella. Because I work with one provider of payroll and payroll tax filing, human resources, and employee benefits, I have additional time to focus on doing my job. Paychex provides reliable service at a fair price."**

– Diane Dotson  
C.C. Tool & Engineering

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# PBS Support Network



**PAYCHEX<sup>®</sup>** | **1-800-322-7292**  
**[www.paychex.com](http://www.paychex.com)**

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