



PAYCHEX PREMIER[®] HUMAN RESOURCES

your on-site HR partner

PAYCHEX[®]

Many Needs, One Answer

The Paychex Premier® Human Resources Advantage

Your On-Site HR Partner

Paychex Premier Human Resources helps you build a solid HR infrastructure by providing a comprehensive package of administration, compliance, and employee benefits services. You are teamed with a highly trained human resource professional who comes on site to educate you, your staff, and your employees on relevant workplace issues and regulations.



Manage Compliance, Minimize Risk

Businesses of all sizes and types must comply with a maze of constantly changing federal and state regulations.

Eleven major employment laws apply to employers of one, and compliance grows as you add up to 100 employees.

– Society of Human Resource Management

Even a well-organized business may unknowingly violate workplace, tax, minimum wage, overtime pay, or other regulatory requirements associated with federal and state employment laws (e.g. FLSA, FMLA, OSHA, COBRA, EEO, ERISA). Partner with Paychex and your business receives the support and expertise necessary to help reduce exposure to violations and penalties.

Increase Productivity, Reduce Administrative Burdens

Paychex Premier Human Resources reduces time-consuming administrative tasks associated with maintaining employee policies, benefits and training, and legal requirements. This frees up time for you and your management staff to focus on critical business issues.

“Simply put, Paychex provides us with quality products, backed by knowledgeable support staff, at a reasonable price.”

Charlie Tritto, Cametta Camera

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One Primary Contact

Your Paychex HR professional has specialized training and experience in human resources and is backed by an in-depth team of highly qualified specialists. They can deliver much of their help in person at your site, and serve as a friendly point of contact for all your communication and support.

The average annual cost for organizations, regardless of size, to comply with federal workplace and tax compliance regulations is over \$1,700 per employee.

– The Impact of Regulatory Costs on Small Firms, by the Small Business Administration, Office of Advocacy.



“If your business doesn't have a dedicated HR department and you want to make sure you are doing everything you can for your employees and your business, then Paychex Premier Human Resources can give you that peace of mind.”

Paul Robbins, Deep Enterprises, Inc.



We Take Care of the Details

Human Resource Services

On-site training and seminars on topics such as:

- Interviewing and hiring.
- Performance appraisals.
- Employee discipline.
- Non-harassment.
- Preventing violence in the workplace.



Employee handbooks, tailored to your company's needs:

- With your input, developed and maintained by Paychex.
- Derived from a database of legally reviewed policies.

Management manuals:

- *Supervisor Procedures Manual.*
- *Interviewing and Selection Manual.*
- *Performance Appraisal Manual.*
- *Compensation Manual.*

Labor law poster update service.

Quarterly newsletter.

Job descriptions.

Compensation surveys.



Payroll Services

Payroll processing.

Taxpay®.

State Unemployment Insurance Service (SUIS).

Direct deposit.

Paychex online services:

- Paychex Online Payroll®.
- Paychex Online Reports.
- General Ledger Reporting Service.

Retirement Services

401(k), SIMPLE, and profit-sharing plan options.

Plan design and setup:

- A wide variety of investment options through leading investment providers.
- Required documentation.
- Cross-tested plan design.
- Participant enrollment.

Ongoing compliance and communication:

- Seamless flow of data and funds.
- Eligibility reporting.
- Quarterly discrimination testing.
- Employer assistance via toll-free support line or on the Internet.
- Participant Web site and automated phone system.

Employee Benefits

Employee Assistance Program (EAP).

COBRA administration.

Section 125 plans:

- Premium Only Plan (POP).
- Flexible Spending Account (FSA).

Plan implementation, including required documentation.

Participant enrollment.

Employer and employee toll-free support line.

Participant account access:

- Web site.
- Automated phone system.

Daily claim processing and reimbursement via check or direct deposit.



HR Online

Internet-based human resource management system (HRMS) that provides quick, easy access to detailed employee information, forms, and reports.

Business process outsourcing can lower the total cost of HR service delivery by 20% to 30%.

– The Outsourcing Institute

Safety and Loss Control Services

Assistance with OSHA standards and compliance.

Guidance in safety manual development.

Employee safety and health training media.

Other Services*

Pre-employment screening.

Institutional trustee service for 401(k) recordkeeping.

Insurance services:

- Workers' compensation.
- Health insurance.

Time and labor solutions.



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*Additional costs may apply.

An Expert and Dependable Partner



What our customers are saying...

“Since we are a small business with 18 to 25 employees, we don’t have a dedicated human resources department. Paychex has given us the opportunity to fill that void. Our friendly and knowledgeable HR representative is supplying our team of leaders with the information needed to protect the company and properly manage our employees through all stages of employment.”

Paul Robbins, Deep Enterprises, Inc.

“Along the way, our dedicated HR account representative and her colleagues have provided us with guidance on a full suite of HR-related issues, including state and federal compliance, safety, and COBRA procedures. She was also instrumental in the creation of our company handbook and job descriptions.”

Charlie Tritto, Cametta Camera

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1-800-322-7292

www.paychex.com