

By outsourcing to a PEO we get a fully-equipped team of human resource, benefits compensation and employment experts



“ Our PEO provides my organization time-savings, resource savings and energy savings. If we didn't have the additional backbone of a PEO, our small-business challenges would be much greater



DISCOVER THE
BENEFITS OF
PEO
SERVICES

Imagine a business environment where your time, energy, and resources are focused on **increasing your company's bottom line**. As a business owner or manager, you are free from the headaches, confusion, and hassles associated with managing payroll, benefits, unemployment insurance, and workers' compensation claims. You have access to a **team of employment specialists** who provide expertise in a number of areas, including human resources, compliance, benefits, and risk management. Your company offers top-notch benefits not available with your competition, so you're able to **attract and retain better employees**.

Seem too good to be true? It's not when you partner with a professional employer organization.

Professional employer organizations (PEOs) enable clients to **cost-effectively outsource the management of human resources**, employee benefits, payroll and workers' compensation. PEO clients focus on their core competencies to maintain and grow their bottom line.



PEOs deliver comprehensive solutions to the complex challenges of business owners.



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A professional employer organization (PEO) is a firm that provides a service under which an employer can outsource employee management tasks such as employee benefits, payroll and workers' compensation, recruiting, risk/safety management, and training and development.



Increased Efficiency, Productivity, and Revenues

"By working with a PEO, the client receives much-needed relief from the day-to-day responsibilities of employment administration, increasing efficiency and productivity and freeing executives to concentrate on the revenue-producing and strategic aspects of their operations"

"Find relief from employment administration"
The Boston Herald

Improved Benefits

"...outsourcing to a professional employer organization (PEO) can help small and medium-sized businesses acquire a broader and deeper package of employee benefits at a lower cost than could otherwise be accessed."

"Employee Retention—Keep top talent during a slow economy"
Employee Benefits Planner



Businesses Use a PEO To:

- Gain access to many professional human resource services including employee handbooks; HR-related forms, policies and procedures; recruiting and hiring assistance; potential employee background checks; time and attendance systems; performance management; job descriptions; compensation assistance; and more.
- Provide better benefits packages.
- Enhance compliance with state and federal laws and regulations.
- Improve risk management practices to reduce liabilities.
- Reduce turnover, enhance employee morale, and attract better employees.
- Improve cost control.
- Simplify claims management for workers' comp and unemployment insurance.
- Obtain guidance on worksite employment issues at any time.
- Improve efficiency by saving time and reducing paper work hassles.

For Your Employees, A full-service PEO Delivers:

- Access to benefits often previously unavailable including retirement savings plans, insurance benefits, and flexible spending plans.
- On-time and accurate payroll.
- Professional assistance with employment-related problems.
- Statutory protection for more employees.
- Access to current information on labor regulations and workers' rights.
- Efficient and responsive claims processing.
- Professional human resources handbook defining worksite policies and procedures.
- Employee discount programs



Information provided by the National Association of Professional Employer Organizations (NAPEO). For more information about the PEO industry visit, www.napeo.org

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Human Resources Expertise

"Internal responsibilities, including human resources (HR) management and administrative chores, can overwhelm even the most resourceful entrepreneur. In an effort to cope, a growing number of businesses are turning to professional employer organizations (PEOs) for assistance."

"Find relief from employment administration"
The Boston Herald



Regulatory Compliance

"PEOs are in the business of staying up-to-date on the ever-changing federal, state and local regulations. Through an experienced staff of HR professionals, a PEO helps businesses navigate through the government red tape. A PEO share some of the the liability by monitoring important work-related laws and taking care of the administrative functions, such as government reporting, unemployment claims and payroll taxes. By doing this , PEOs help ensure compliance is met on an ongoing basis "

"Sharing the liability burden —Understanding the benefits of using a PEO," Gwinnett Business Journal
The Boston Herald

How does a PEO arrangement work?

In the relationship among a PEO, a worksite employee, and a client company, there exists a co-employment relationship in which both the PEO and client company have a relationship with the worker. The PEO and client company contractually allocate and share traditional employer responsibilities and liabilities. The PEO assumes responsibility for the "business of employment" including risk management, human resources, employment law compliance, payroll, and employee taxes. The PEO provides a complete human resource and employee benefits package to the worksite employee. The client company directs and controls worksite employees in manufacturing, production, and delivery of its products and services.

Why would a business use a PEO?

All business owners want to focus their time and energy on the "business of their business" and not on the "business of employment" Most business owners don't have the necessary human resources training, payroll and accounting skills, knowledge of regulatory compliance, or background in risk management, insurance and employee benefit programs to meet all the demands of being a good employer. Even for the business that has a human resources department, the PEO provides valuable and complementary expertise and services.

Additionally, PEOs provide worksite employees with coverage under the entire spectrum of employment laws and regulations, including federal, state, and local discrimination laws, Title VII of the 1964 Rights Act, Age Discrimination in Employment Act, ADA, HIPPA, Equal Pay Act, and COBRA. In some cases, these laws would not apply to workers at small businesses with the PEO relationship, since many statutes have exemptions based upon the number of workers in a work force. Once included in the PEO's workforce the workers are protected by these laws.

In a PEO arrangement, does the business owner lose control of his or her business?

No! The client retains ownership of the company and manages the day-to-day activities.

What is the difference between temporary staffing services and a PEO arrangement?

A temporary staffing service provides workers to its business clients to meet temporary or longer-term staffing needs. A PEO provides employment services to help its business clients with its existing workers and future hires.

What types of businesses would use a PEO?

The average client of NAPEO members is a small business with an average of 20 employees. Increasingly, larger businesses are signing up, too. Clients range from accounting firms and high-tech companies to manufactures and government agencies.

Why would a worker want a PEO as an employer?

Many PEOs provide exceptional employee benefits including health benefits, retirement savings plans, and workplace risk management. Job security is improved as the PEO's economies of scale permit a business to lower employment costs. Job satisfaction and productivity increase when workers are provided quality human resource services.

