



HR and Payroll Outsourcing Services for Employers

People ROA's core competence is in Human Capital Management (HCM) Processes and Technology. We leverage our expertise and technology to provide cost-effective HR & Payroll outsourcing services. As your outsourcing partner, we serve as your HR and or Payroll department. By outsourcing your HR and Payroll processes to People ROA, you'll gain the following benefits:

- ◇ Increased time to focus on value-added activities by transferring administrative tasks to us
- ◇ Reduce risk of fines & lawsuits
- ◇ Immediate implementation of best practice processes without additional capital expense
- ◇ A trusted advisor and partner that can adapt quickly as your organization changes

HR Administration

- ◇ Employee Handbook
- ◇ Review & Establish HR Policies
- ◇ Establish Necessary HR Forms
- ◇ Unlimited Consultation with HR Manager
- ◇ I-9 compliance and record keeping
- ◇ Compliance & Management Reports
- ◇ Sexual Harassment Training
- ◇ Process Employment Claims
- ◇ Administer Benefits
- ◇ Assistance with disciplinary procedures & counseling

Payroll Administration

- ◇ Includes automation from HR system to Payroll System.
- ◇ Timecard entry
- ◇ Reports after payroll run
- ◇ Monthly new hire reporting to EDD
- ◇ Accrual Processing
- ◇ W-2 forms
- ◇ Tax filing
- ◇ Signed payroll checks
- ◇ Funding reports
- ◇ GL file

Additional Offerings

- ◇ Recruiting package—includes internet posting, searches, etc...
- ◇ Time collection package—Enroll employees into benefit plans
- ◇ Compensation studies
- ◇ Background Checks
- ◇ Training
- ◇ Special projects

The People ROA Commitment

People ROA is committed to the success of our clients. We strive to deliver excellence in our service. We at People ROA hope to forge a long-term business relationship, which is built on mutual trust and respect. Lastly, we are committed to helping our clients achieve their objectives.

