



# HR Services for All Your Business Needs

Human Resources, Employee Benefits,  
Workplace Compliance, and Payroll **Simplified.**



[www.prestigepeo.com](http://www.prestigepeo.com)

# Spending too much time on HR administration?

And not enough time building your business? We understand.

You probably didn't go into business to handle HR, payroll, employee benefits, and compliance management. As a PEO, we're here to help.

## What is a PEO?

A PEO is a professional employer organization working in partnership with small and medium-sized businesses to handle HR administration. Whether you have a small HR staff or do it all yourself, PrestigePEO offers personalized support for all your needs.

## A partnership with PrestigePEO is like having a full-service HR department.

- HR Management and Consulting
- Employee Benefits Administration
- Workplace Compliance for Federal, State, and Local Regulatory Requirements
- Workers' Compensation
- Payroll Processing and Management



**WE'RE HERE WHEN YOU NEED US.**

We go the extra mile to give you fast, same-day answers to your HR, benefits, payroll, and workplace compliance questions. Our team works one-on-one with clients to find quick and efficient solutions to any HR challenge.

***Businesses that use PEOs grow 7-9% faster and have 10-14% lower employee turnover rates.\****

# A Trusted Partner: PrestigePEO

Whether you're choosing a PEO for the first time or seeking a new PEO partner, you want to be sure you make the right choice.

You can depend on our industry experts for the advice and guidance you need. We also partner with you and your broker to identify the customized services and products your business needs to grow.

- Society of Human Resources Professionals (SHRM) and HR Certification Institute (HRCI) certified Human Resource Business Partners (HRBP)
- Licensed insurance agents and Affordable Care Act (ACA) certified benefits administrators
- American Payroll Association (APA) certified payroll specialists
- Project Management Institute (PMI) certified

## Our industry certifications earn us a place in the top 1% of all PEOs.

You'll always have peace of mind knowing your business and your employees are protected.



**Certified Professional Employer Organization (CPEO):** IRS certification that confirms financial stability and strict financial and tax reporting requirements.



**Employer Services Assurance Corporation (ESAC):** Proven financial stability, ethical business practices, and adherence to regulatory requirements. Surety bonds are required to protect the payment of wages, payroll taxes, employee benefits, and insurance premiums.



**(CI) Worker's Compensation Risk Management Certification:** Independent verification assuring business owners that their PEO has the capability to deliver important risk management results by meeting industry best practices to consistently reduce work-related accidents.



Leadership with **The National Association of Employer Organizations (NAPEO)**, the PEO industry's source for legal and regulatory leadership.

## Our Partners



## Awards & Recognition





# Human Resource Management

**We know it isn't easy to manage HR-related matters and run a business at the same time.**

Our certified professionals are up for the toughest HR challenges. We provide day-to-day transactional HR support and expert advice for strategic HR decision-making.

**Let us do the heavy lifting.**

Our dedicated experts deliver one-on-one support to clients ranging from small businesses to large enterprises. Whether you have 10 employees or 500, you get the dedicated support that sets us apart. As a PrestigePEO client, your team of certified human resource professionals is available to you via phone, email, or directly on-site whenever you need them.

- Customized employee handbooks that are compliant with all applicable labor laws
- New hire processing and I-9 verifications
- FMLA (Family and Medical Leave Act) tracking and oversight
- FLSA (Fair Labor Standard Act) administration
- Leave of absence management
- Wage and hour audits
- Onsite workplace compliance inspections
- Training and guidance for workplace compliance

**No Call Centers. No Chatbots.  
Real Help in Real Time.**





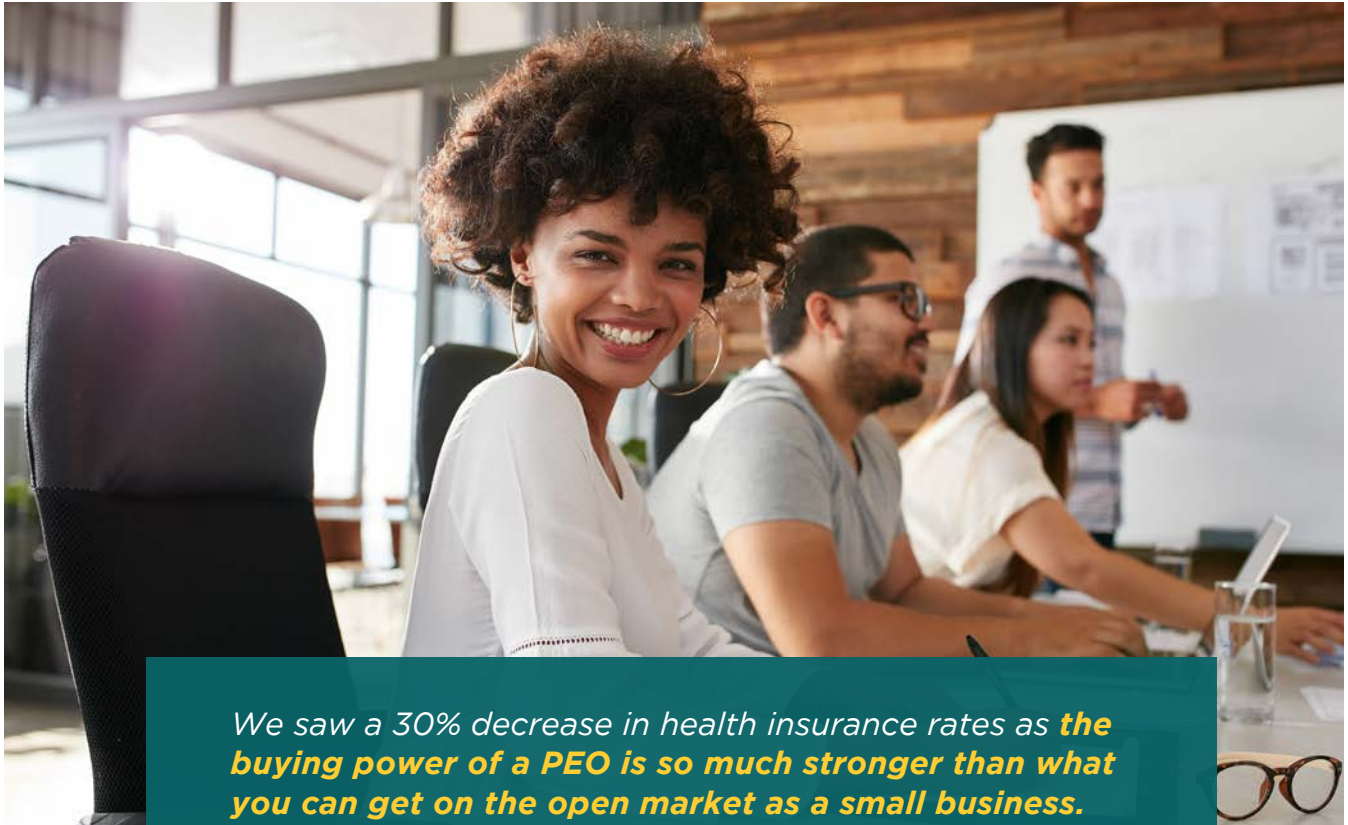
## Get the advice and support you need from your PrestigePEO team.

When you have human resource challenges, you need quick and accurate resolutions so you can get back to business. We'll provide you with the consultation and advice you need.

- Insightful advice on all HR-related matters
- Tailored HR policy and procedure creation
- Hiring and recruitment guidance — job descriptions, salary benchmarking and market reports, applicant tracking and screening, and background checks
- Consultation for handling employee investigations
- Best practices and tips for employee performance management, training, terminations, and employee relations
- Confidential resources for employees with work or personal problems that may affect job performance
- Guidance on best practices for DEI within your place of work



# Top-Tier Employee Benefits & Support



*We saw a 30% decrease in health insurance rates as **the buying power of a PEO is so much stronger than what you can get on the open market as a small business.***

**JAMIE CASTAGNA**

Business Manager, Morey Creative  
Syosset, NY

## **There's strength in numbers.**

PrestigePEO brings small and mid-sized businesses together to leverage our expertise and collective buying power. That means you and your employees can access high quality healthcare at cost-effective group rates. You can also compete for top talent with perks and rewards that aren't typically available to small businesses.

Already working with a health insurance broker or agent? No problem. Our model is grounded in developing a strong partnership with your broker to ensure you get the best rates on premium employee benefits from the nation's leading carriers.



## EMPLOYEE HEALTHCARE BENEFIT PLANS

- Nationwide medical coverage through Oxford®, UnitedHealthcare®, and Aetna®
- Global travel plans
- Multiple health plan options — HMO, EPO, PPO, POS, & HDHP's\*\*
- MetLife<sup>SM</sup> and Sunlife Dental plans
- MetLife and UnitedHealthcare vision plans



## LIFE, DISABILITY & SUPPLEMENTAL INSURANCE

- MetLife short-term and long-term disability
- MetLife basic term life/AD&D and supplemental term life
- MassMutual whole life
- UHC critical illness, accident, and hospital insurance
- Aflac® group accident, critical illness, hospital and short-term disability insurance



## BENEFITS SUPPORT AND ADMINISTRATION

- Expert cost analysis and plan selection assistance
- On-site assistance with annual open enrollment and new hires
- Simplified claims processing, administration, and compliance
- Employee and family member questions handled directly by benefits experts
- Convenient online benefits access with PrestigePRO technology platform
- One-button access to your dedicated account specialist with the PrestigeGO mobile app



## OPTIONAL EMPLOYEE PROGRAMS & DISCOUNTS

- Flexible Spending & Dependent Care Accounts (FSA)
- Optum Bank Health Savings Account (HSA)
- Employee Assistance Program (EAP)
- Farmers Home & Auto® discounts
- MetLife Legal Plans
- MetLife Pet Insurance
- HealthEquity pre-tax commuter benefits
- Plum Benefits™ and Working Advantage entertainment discounts
- FinFit financial wellness program
- LifeLock Identity Theft Protection
- MetLife Aura Identity & Fraud Protection



## RETIREMENT PLANNING

- Reduced fiduciary liability exposure
- Investment options and plan design through BlueStar Retirement Services & Charles Schwab
- Customized plans with optional employer match
- Cost/benefit analysis
- Enrollment support and ongoing employee education
- 401(k) administration
- Annual Form 5500 preparation

For **83% of employees**, health insurance is **“very or extremely important”** when deciding to stay or change jobs.\*

\* Hierl Insurance study 2018

\*\*Health Maintenance Organization (HMO), Exclusive Provider Organization (EPO), Preferred Provider Organization (PPO), Point of Service Plan (POS), High Deductible Plan (HDHP), Accidental Death & Dismemberment (AD&D)

# Workplace Compliance & Risk Mitigation

## Don't leave your business exposed.

We know compliance matters can be complicated, and fines and penalties can be costly. Our compliance experts are knowledgeable and available to assist you through the complexities of local, state, and federal laws.

- Payroll Compliance — wage and hour adherence, union dues remittance, garnishment handling, and expense reimbursements
- HR Compliance — worker eligibility and visa obligations, PFL, FMLA\*, labor law posters, employment practices and policy guidance, employee classifications, and compliant employee handbooks
- Benefits Compliance — ACA, COBRA, HIPAA\*\*, and Form 5500 filing

## Get the insurance coverage you need at affordable rates.

As a small business, the rates for workers' compensation and the insurance coverage you need can be costly if you go it alone. We use our tremendous buying power to offer you better rates and coverage to protect your business and your employees.

- Financially secure, A.M. Best "A" rated SUNZ Insurance Company pay-as-you-go insurance
- Foreign voluntary workers' compensation (FVWC) from Chubb® for employee travel abroad
- Employment Practices Liability Insurance (EPLI)
- State Unemployment Insurance (SUI)

## Mitigate and manage your risk as an employer.

As a PEO, we share the responsibility for compliance and workforce-related safety. Our team of specialists will help you mitigate risk, manage a safe environment, and reduce unnecessary expenses.

- Advice and guidance to develop strategies for your workplace
- Implementation of safety programs to help minimize accidents and injuries
- Monthly updates on local, state, and federal labor laws
- Support on complex compliance matters — complete forms, audit preparation, insurance, and OSHA requirements
- Guidance and direction for statutory short-term disability insurance (DBL)
- Expert claims management and assistance for healthcare, workers' compensation, EPLI, and SUI\*\*\*

\*Paid Family Leave (PFL), Family and Medical Leave Act of 1993 (FMLA)

\*\*Affordable Care Act (ACA), The Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA)

\*\*\*Employment Practices Liability Insurance (EPLI), State Unemployment Insurance (SUI)





## Labor Compliance Checklist

Don't put your business at risk for workplace compliance. Fines and penalties can be costly. Find out if your business is compliant using the PrestigePEO labor compliance checklist. If you can answer 'yes' to these questions, you're in excellent shape. If you answer No or Not Sure to any of these questions, PrestigePEO can work with you to ensure you and your workplace are compliant with all laws.

	YES	NO	NOT SURE
<p><b>LABOR LAW POSTERS</b> Do you have your legally required labor posters displayed in a place that is visible to all employees?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION</b> Do you have properly completed I-9 forms for all employees, filed separately for three years from hire or one year from termination, whichever is longer?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>TEMPORARY U.S. WORK VISA OBLIGATIONS</b> Do you have updated Visa expiration data for non-U. S. citizens employed at your company?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>OSHA (Occupational Safety &amp; Health Administration)</b> Do you maintain the required injury and illness recording and reporting?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>COBRA (Consolidated Omnibus Budget Reconciliation Act)</b> Do you adhere to the allotted timeframe that gives workers the right to choose group health benefits?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>ERISA (Employee Retirement Income Security Act)</b> Do all benefit plans comply with federal standards and tax regulations?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>FLSA (Fair Labor Standards Act)</b> Are all employees properly classified regarding minimum wage, overtime, and other labor laws?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>WTPA (Wage Theft Prevention Act)</b> Do you give written notice of wage rates to each new hire?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>ADEA (Age Discrimination in Employment Act)</b> Does your business comply with requirements to protect applicants and employees 40 years of age and older from discrimination?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Payroll Processing and Administration

Our FPC- and CPP-certified professionals\* know how to manage and process your payroll from data submission to payday — accurately and on time. Our ESAC\*\* accreditation and IRS certification guarantee financial security and reliability.

## We take the burden of payroll off your shoulders.

- Kronos® time and attendance management, and accrual tracking
- Fast, secure, and accurate payroll administration
- W-2s, deductions, garnishments, withholdings, and general ledger exports
- Detailed and custom reporting in multiple format options
- IRS tax and regulatory management
- US Bank-issued prepaid debit card option to simplify payday
- Quick answers to manager and employee payroll questions
- PrestigePRO online self-service for managers and employees
- Easy-to-use PrestigeGO mobile app for quick summaries and adjustments

\*American Payroll Association Certifications: Fundamental Payroll Certification and Certified Payroll Professional  
\*\*(ESAC) Employer Services Assurance Corporation



## The Power of a PEO Right in Your Pocket

PrestigeGO provides solutions for you and your employees with the best HR in your pocket app. Instantly connect with your certified PrestigePEO HR specialists for personalized support and manage your business needs anytime, anywhere.

# HR Technology to Simplify Your Workflow

Our PrestigePRO technology platform offers you and your employees increased functionality, flexibility, and efficiency to manage your day-to-day activities through a centralized web-based portal.

## Self-Service for Managers

- Complete HR administrative tasks quickly and effortlessly
- Review employee data for accuracy
- Run customized reports for analysis
- Manage payroll functions for fast and accurate processing
- Set customized approval and notification policies for routine tasks to save time
- Automate employee skills and education tracking to improve performance

## Direct Access for Employees

- View paystubs, wages, deductions, and tax details
- Access benefits and enrollment information
- Make updates to personal information — address changes, direct deposit, and more
- Request time off and view paid time off (PTO) balances

## Additional HR Tools & Resources

- Kronos® time and attendance tracking solution
- JazzHR™ job posting and recruitment software
- ClearCompany performance management system
- BLR Training Today® employee training and development programs
- Employee background checks and screening service



- Access employee benefits including medical, dental, vision, life, disability, supplemental insurance, and retirement plans
- View recent pay stubs or pay history
- Download your W-2 during tax season
- Approve or deny PTO

**Simple. Seamless. Secure.**



# Your Dedicated PrestigePEO Team



## HUMAN RESOURCES BUSINESS PARTNER

- Day-to-day direct communication with managers and employees
- Employee relations and performance management
- New hire onboarding
- HR policy procedure creation and implementation
- Customized ERISA compliant employee handbook development
- FMLA, disability, and paid family leave administration
- Compliance for worker eligibility, visa obligations, PFL, FMLA, and labor law posters
- SHRM and HRCI certified HR partners



## PAYROLL SPECIALIST

- Accurate and efficient payroll processing
- Support and assistance for managers and employees
- W-2 processing, tax filings, and general ledger exports
- Payroll reports
- Garnishments, child support, and tax levy administration
- Wage and hour adherence, union dues remittance, and expense reimbursements
- CPP and FPC certified specialists



## BENEFITS SPECIALIST

- Cost-effective benefit plans
- Employee advocacy
- One-on-one claims management
- Tax savings through Section 125 Cafeteria Plan administration
- COBRA administration
- Onsite annual open enrollment
- ACA, COBRA, HIPPA, and Form 5500 filing
- Licensed insurance agents and Affordable Care Act (ACA) certified benefits administrators



## RISK MANAGEMENT SPECIALIST

- Protection against costly litigation
- Workers' compensation plan coverage and claim resolution
- Fast, accurate answers to compliance questions
- Health care reform compliance
- Local, state, and federal workplace compliance
- EPLI, workers' compensation, and unemployment claims processing



## RETIREMENT SPECIALIST

- Professional investment advisory and plan design service
- Enrollment support and ongoing employee education
- 401(k) administration
- Annual audit
- Annual Form 5500 preparation
- Self-directed brokerage account
- Co-fiduciary



Melville, NY (HQ) | Arlington, VA | Morrisville, NC | Sunrise, FL | Tampa, FL | Gainesville, FL

833-PEO-XPRT | [info@prestigepeo.com](mailto:info@prestigepeo.com) | [prestigepeo.com](http://prestigepeo.com)