

# PEO Buyer's Guide

## Professional Employer Organization (PEO)

A step-by-step guide: evaluating a PEO, understanding the services, questions you should ask, and what the benefits are for your business.

“Emplicity provides us support in all aspects of Human Resources, compliance, and insurance. We experience the advantage of having them on our team, which ultimately improves our bottom line.”

-Jim Moyer, CEO CJ Suppression Inc

# What is a PEO?

A PEO, or Professional Employer Organization firm provides comprehensive HR solutions for small and mid-size businesses. When employing a PEO, an employer can outsource employee management tasks including HR administration, payroll and benefits, recruiting and training, risk/safety management, worker's compensation, and more.



## Emplicity is your local PEO and Human Resources Provider.

Emplicity is a leading multi-line employer services provider with a regional presence throughout California. Founded in 1995, Emplicity is headquartered in Irvine, California, with approximately 40 employees serving nearly 6,000 clients and employees throughout California and the greater United States.

We assist our clients in the pursuit of

success by providing full-service Professional Employer Services that frees them from the complexities of HR. Our dedicated, trusted team of HR professionals provide services that result in all-inclusive, empowering solution for our clients' human resources needs. We understand our clients' point of view and conduct ourselves in a professional, empathetic, and enthusiastic manner.





## How does Emplicity Work?

When an employer begins working with Emplicity, they enter into a shared employment relationship. Emplicity will then co-employ the client's worksite employees, becoming the "Employer of Record." In the client service agreement (CSA), Emplicity is typically responsible for payroll, wage and hour compliance, benefits administration, workers' compensation claims and management, hiring and termination guidance and record keeping, and other HR-related administrative tasks. The employer remains as the "Worksite Employer" and retains responsibility for product development and production, business operations, marketing, sales, and service. Emplicity and client can also share certain responsibilities, determined in their CSA.

As a co-employer, Emplicity will often provide a complete human resource and benefit package for worksite employees, including a comprehensive employee handbook customized to fit the Worksite Employer's needs.

## The benefits of using Emplicity

By providing payroll, benefits, and HR services and assisting with compliance issues under state and federal law, Emplicity allows small businesses to improve productivity and profitability, to focus on their core mission, and to grow.

Additionally, through Emplicity, existing employees of small businesses gain access to large-business employee benefits such as: 401(k) plans; health, dental, life, and other insurance; dependent care; and other benefits they might not typically receive as employees of a small company. This also becomes a great recruiting tool for small businesses to compete with larger businesses when trying to hire top talent.



# Emplicity Services:

## Payroll & Administration

- ☐ Processing Payroll
- ☐ Payroll records management
- ☐ Managing garnishments and deduction
- ☐ Online payroll system
- ☐ Payroll and employee reporting
- ☐ Tracking paid time off accrual
- ☐ Time and attendance tracking
- ☐ Employment verification
- ☐ Online W-2 forms
- ☐ Online paystubs
- ☐ Payroll compliance assurance

## Benefits Plans

- ☐ Access to large group health coverage
- ☐ Dental and Vision coverage
- ☐ Life insurance
- ☐ Healthcare Flexible Spending Account (FSA)
- ☐ Employee Assistance Program (EAP)
- ☐ Retirement Plan (401k)
- ☐ Disability Insurance
- ☐ Accident Insurance
- ☐ Critical Illness Insurance
- ☐ Wellness Programs
- ☐ Commuter Benefits

## Human Resource Consulting

- ☐ Live telephone support
- ☐ On-site support and guidance
- ☐ Recruitment support
- ☐ New-hire orientation development
- ☐ Staffing planning
- ☐ Performance Reviews
- ☐ Corrective Actions
- ☐ Termination guidance
- ☐ HR Strategy
- ☐ Policy & Procedure Best Practices

## Recruiting Services

- ☐ Job description development
- ☐ Advertisement of positions
- ☐ Review of hiring process
- ☐ Interview and selection training
- ☐ Candidate sourcing
- ☐ Background checks

## Liability Management

- ☐ Employment compliance
- ☐ Exempt and non-exempt classifications
- ☐ Paid family and sick leave laws
- ☐ Wage and hour compliance
- ☐ Worker's compensation administration
- ☐ Employee handbooks
- ☐ Record keeping
- ☐ Safety programs
- ☐ Employer Practices Liability Insurance (EPLI)

## Training, Safety & Development

- ☐ Employee development resources
- ☐ Leadership training
- ☐ Sexual harassment training
- ☐ Employee certification tracking
- ☐ Safety program development
- ☐ Risk management
- ☐ Management training

## Compliance

- ☐ Workers compensation claims and oversight
- ☐ EDD and government agency responses
- ☐ FICA compliance
- ☐ PTO accrual and management
- ☐ Regulatory claim administration
- ☐ State and federal unemployment tax administration
- ☐ Job classification review







## Common Misconceptions...

### **Your business is too small for Emplicity**

Emplicity provides a great way for small companies to offer competitive benefits they might otherwise not be able to afford.

### **You'll lost control of your business**

As a co-employer, Emplicity works right alongside your business. It shares or absorbs many of your employer-related obligations, you remain in creative control.

### **You'll have to let go of your current HR Manager**

With Emplicity and your HR Manager working hand-in-hand, there is time for both administrative and compliance tasks, along with other projects, that would otherwise be left on the back burner.

As your PEO provider, Emplicity offers top-tier benefit policies for your employees and relieves you from the burden and hassles of HR Management, labor compliance, payroll, and more.

# Emplicity, HR Made Simple.



## Your Dedicated HR Support Center

With Emplicity's team of experts behind you, you can manage with confidence. With a dedicated HR Business Partner, plus HR Generalists and Specialists in various disciplines, you have all the support you need.



## Cloud-based HR technology & Support

MyEmplicity connects your entire organization with employee self-service and reporting capabilities to keep you productive. Enjoy Emplicity's streamlined cloud-based technology and support with integrated payroll processing, time & attendance management, and our automated new-hire and benefits enrollment solution, KickStart™.



## Better Employee Benefits

Emplicity's large-group platform features health, dental, life and retirement plans that top-performing employees demand today. We partner with quality providers, including Anthem Blue Cross, Kaiser Permanente, Lincoln Financial Group, and Slavic 401k Retirement Services, so your employees are provided access to the best-in-class provider networks - plus we take care of the paperwork!



## Worker's compensation & Liability Protection

Maintaining sustainable levels of profitability requires an infrastructure of risk management and liability protection. With Employer Shield, our experts will provide you with the controls and measures to insulate you against the perils that threaten a safe and productive working environment.

## Schedule Your Free Consultation Today!

[emplicity.com/consultation](https://emplicity.com/consultation)

