



emphasisHR
sorts through the
alphabet soup
of HR solution
outsourcing by
serving up
**client-specific,
custom solutions.**



HUMAN RESOURCES

Outsource your HR administration to us, and we'll assign a dedicated HR Director to manage all aspects of your program, from strategic HR planning to daily administration of compliance, employee programs, policy management and more.



PAYROLL

The details behind payroll – time tracking, expense reports, taxes, compliance issues and more – can get complicated fast. We'll assign a dedicated Payroll Specialist to deploy our time-saving process and advanced technology to ensure accurate, timely and complete payroll.



BENEFITS

You expect a lot of your people. Reward them for their contributions with a hyper-competitive benefits program administered by emphasisHR. The benefits package created by our experts consistently outperforms the marketplace, empowering you to offer the best, exclusive and most cost-effective benefits to your employees.



RECRUITING

With the right people, a growing company hits new milestones at warp speed. Without the brightest talent, though, growth can quickly stall. Become a talent magnet with a robust recruiting strategy from emphasisHR.



TECHNOLOGY

Companies hit big growth goals when their people and systems work in harmony. There's no place in a promising company for manual, homegrown HR practices. Upgrade to emphasisHR's fully-integrated, web-enabled platform, and streamline your entire HR experience.

what's in an HRO?

PROFESSIONAL HUMAN RESOURCE MANAGEMENT

- Dedicated HR Manager
- Employee Handbook Development & Maintenance
- Professional Training & Development Strategy
- Performance Review Consulting
- Compensation Studies/Analysis
- Management Team Participation
- Exit Interviews
- Dedicated HR Generalist
- On-Demand Professional HR services
- Employment Discipline & Conflict Resolution
- Corporate Culture Advancement
- Corporate Communication Strategy
- Job Descriptions
- Termination Assistance
- Individual Corporate Policy Development
- Total Compensation Preparation & Communication

HUMAN RESOURCE & EMPLOYMENT ADMINISTRATION

- New Hire Offer Letter Preparation & Distribution
- Drug Screening & Background Check
- Employee Electronic File Management
- New hire Onboarding Administration
- On-boarding Technology
- Termination Off-boarding
- Handbook Distribution
- Paid Time Off Tracking
- Corporate Policy Acknowledgement
- FMLA Administration
- COBRA Administration
- FSA/HSA/HRA Administration
- 401(k) Plan & Administration
- Commuter Benefit Administration

PAYROLL TECHNOLOGY, PAYROLL PROCESSING

- Outsourced Payroll Administrator
- Dedicated Payroll Specialist
- Implementation of Payroll Technology & Project Management
- Employee Self Service Payroll Portal
- General Payroll Administration - Bi-Weekly
- Payroll Administration of Expense, Commission & Bonus
- Employee Payroll Record Maintenance & Management
- Payroll via Direct Deposit
- Annual Company Holiday Maintenance
- Payroll Tax Filings - EFTPS, and filings 940 and 941
- Payroll Compliance
- Online Employee Paystubs
- Paid Time-Off Accruals
- Standard and Custom Payroll Reporting
- Wage Garnishments
- W-2 and 1099 Preparation

HR & BENEFITS TECHNOLOGY

- On-Demand Future Custom HRIS Programming
- Individual Employee Reward & Recognition System
- Implementation of Benefit Technology & Project Management
- Benefits Enrollment, Employee Self-Service Portal
- Implementation of Paid Time Off Technology & Project Management
- Complete HRIS Functionality, Employee Self-Service Portal
- Employee Systems Training
- Total Compensation Statement Functionality

GOVERNMENT COMPLIANCE

- Updates for All Employment Legal Changes
- ACA Compliance Filing 1094/1095 Reporting
- Health Care Reform Compliance Review & Consulting
- COBRA and HIPAA Compliance
- Form 5500 filing (where applicable)
- I9 Management
- Unemployment Claims Administration
- FICA, FUTA, SUTA

“ I love being able to pick up the phone or shoot an email, and know there’s an expert ready to take care of any HR issue we have. All of that without supporting another salary in my company.”