

Common Co-Employment Offerings

This is the basic 20,000 ft view of what PEO's offer. Even though PEO's are similar, the services they provide and how they roll them out to clients is as different as night and day.

Some have more limited resources than others but you may need "the works" while someone else only needs "the basics". The guide below is only the tip of the iceberg.

PEO's can go as deep or wide as needed including items like: offer letters, annual employee reviews, higher level pre-employment testing, expense tracking and reimbursement programs etc. Some even offer tuition reimbursement tracking programs if your company offers it.. The takeaway here is, if you have a thought or a potential need, don't be afraid to ask.

At PEO Source, we discuss what's important to you as well as the items you may never have thought about. We can also get the job done without you paying for services you'll never use.

Overview of PEO Services offered by most Companies
(For Discussion Purposes Only - Not a contract or promise of performance)

Services		
Co-Employment	Packaged	How most PEO's Handle
Process and pay wages	Included	Yes – Under PEO's FEIN and bank accounts
Produce and distribute time sheets or provide web-based reporting capability	Included	Yes
Produce and sort paychecks for delivery through Client's internal distribution system	Included	Yes
Process direct deposit payments	Included (no additional cost)	Yes – on their bank acct.
Maintain payroll records	Included	The PEO only maintains what is provided to them or in their system, the client is responsible for keeping payroll records in-house.
Process and pay garnishments and child support orders	Included	Yes
Provide Client's designated personnel access to payroll processing and benefit administration system for inquiry and report production	Included	Yes
PTO Tracking	Included	Yes
Departmental tracking	Included	Yes
Payroll deduction reports/usage	Included	Yes
Reports – over 60+ available	Included	Yes
Payroll Tax Payment and Reporting		
Process and pay all applicable federal, state and local payroll taxes	Included	Yes – Under PEO's employer ID * Some exceptions depending on state
File all applicable federal, state and local tax returns	Included	Yes
Process year end W-2 adjustments for group term life and other applicable programs	Included	Yes
Process and deliver year end W-2 forms to employees	Included (online available also)	Yes
Time and Attendance systems	Optional	Web, Clock, Swipe and Bio-Metric
Employee Benefits		
Procure, sponsor and administer group health, life, dental and disability insurance programs	Yes	Yes
Process employee wage deductions for contribution to employee health and welfare plans	Yes	Yes. If using your own plan, PEO will process deductions then credit back to client.
Provide benefit orientations for employees	Yes	Yes if utilizing PEO's benefits packages

Services		
Process enrollments	Yes	*See above
Process benefit terminations	Yes	*See above
Produce COBRA election materials	Yes	*See above
Administer COBRA billing and collection	Yes	*See above
Provide, sponsor and administer Section 125 Flexible Spending Accounts	Yes	*See above
Retirement Plan		
Provide, sponsor and administer a qualified retirement savings plan	Yes	If utilizing the PEO's plan.
Process employee wage deductions for contribution to employee retirement plan	Yes	Yes. If using your own plan, PEO will process deductions then credit back to client.
Compliance		
Produce federally required new hire reports	Included	Yes
Provide consulting services regarding compliance with employment laws and regulations	Included	Yes
Assist with wage and hour classifications	Included	Yes
Provide updated labor law posters	Included	Yes
Unemployment Compensation		
Manage unemployment compensation claims	Included	Yes
Provide payroll data for completion of claim reports	Included	Yes
Workers' Compensation		
Provide workers' compensation insurance	Yes	Yes: Pay as you go. Some states allow carve out.
Provide health and safety programs	Yes	Yes
Provide data to workers' compensation insurer for payroll audit purposes	Yes	Yes
Risk Management Services & Support	Yes	Yes
Employment Practices Liability Ins.		
Provide EPLI coverage	Yes	Some Include this automatically, Others are additional cost
Provide Employee Assistance Program	Yes	
Miscellaneous HR Support		
HR gap analysis – files, programs etc..	Included	Yes
Provide advice regarding hiring, discipline, performance reviews and terminations	Yes	Yes
Background Checks (full national)	Optional- cost varies	Yes
Drug Screening	Optional – cost depends on panel chosen (varies)	Yes
Credit Report (employees)	Optional - (varies)	Yes
Policy and procedure audit	Included	Yes

Services		
Provide and update Employee Handbooks	Included	Yes – PEO will assist Client with development and maintenance
Provide on-line access to HR support	Included	Yes
Provide phone/on-site HR support	Included – Phone On-site – additional travel cost possible	Yes
Provide annual training to supervisory personnel on harassment, discrimination and performance evaluations or other	Optional – and will help provide the necessary information	Yes
Provide training programs or materials on interviewing skills, conflict resolution, hiring, discipline and terminations	Yes	Yes
Provide periodic human resources, employee, benefits management and salary administration reports	Yes	Yes
Web Based HRMS Services	Yes	Yes
Administrators:	Account Information, Employee data, reports etc.	Yes
Employees:	Personal Information, pay history, reprint W-2's etc.	Yes
Additional Services:	Determined by Time and Attendance system utilized	Yes
Bookkeeping Support		
Provide Client's finance department with payroll data required to prepare month end journal entries	Included	Yes
Provide payroll data required to prepare payroll expense reports as needed	Included	Yes
Provide pay period earned time accrual report	Included	Yes
Provide ad hoc reports as may be requested consistent with payroll system reporting capabilities	Yes – may be additional expense	Yes