



MARKETING REPRESENTATIVE:

AN INTRODUCTION

THE EMPLOYEE LEASING CONCEPT IS SIMPLE.

Would you rather spend your time managing every detail of your business or building the bottom line? Chances are you didn't dream of going into business to push papers. You went into business to offer quality products and services while building financial success. Yet, if you are a typical business owner you get bogged down with managing the administrative details. Between complying with costly government regulations, workers' compensation and employee-related matters, you have little time to focus on the things that matter to you most.

A simple illustration showing what Contractor's Employee Leasing can do for your business.



**Owner Responsibilities
Before Contractor's**



**Owner Responsibilities
After Contractor's**

Contractor's removes the burdens of time consuming and complex administrative tasks, helping business owners re-focus their energy on what they do best, building their company. Contractor's also provides effective incentives to attract and retain employees, while dramatically reducing the expensive and cumbersome aspects associated with payroll administration and workers' compensation.

CLIENT SERVICES

PAYROLL ADMINISTRATION

- ♦ Payroll Taxes
- ♦ Government Reporting
- ♦ Management Reporting
- ♦ Cost Analysis
- ♦ Record Keeping
- ♦ Salary History
- ♦ Payroll Processing
- ♦ Vacation, Holiday & Sick Pay
- ♦ Paperwork Reduction

RISK MANAGEMENT

- ♦ W/C Claims Mgmt.
- ♦ Safety Surveys
- ♦ Drug Testing
- ♦ Record Keeping
- ♦ Unemployment Insurance Controls
- ♦ Employer Protection Policies & Services
- ♦ Post Accident & Reasonable Suspicion

EMPLOYEE RELATIONS

- ♦ EEOC Compliance Services
- ♦ Americans with Disabilities Act (ADA) Compliance Services
- ♦ Fair Labor Standards Act (Wage/Hour) Compliance Services
- ♦ Employee Discharge Services
- ♦ Handling Problem Employee(s)
- ♦ Compliant and Grievance Programs

REPORTS AND RECORD KEEPING

- ♦ Personnel Records
- ♦ Payroll Summary Reports
- ♦ Tax Records

CUSTOMER SERVICE

- ♦ An assigned, personal customer service representative
- ♦ Assistance with any questions or concerns about payroll, benefits, or workers' compensation.
- ♦ As part of the "Contractor's family" you have a highly motivated team of trained professionals committed to providing you with the highest quality of service.

BENEFITS

- ♦ Eligibility Tracking
- ♦ Benefit Plan Administration and Negotiation
- ♦ COBRA Administration
- ♦ Carrier Invoice Reconciliation and Payment
- ♦ Large Group Pricing
- ♦ Assistance with ACA (Affordable Care Act)
- ♦ 401(K) Retirement Plan (Including Form 5500 Filing)
- ♦ Legal Shield / Identity Protection