

Payroll/Human Resource Outsourcing

Balancing needs of business

Comparison of Your Duties

BEFORE CBR

AFTER CBR

Insurance Benefits

| | | |
|--------------------------------|---|--|
| Healthcare Plans | ✓ | |
| Life / Disability Plans | ✓ | |
| Dental/Vision Plans | ✓ | |
| Employee Deductions | ✓ | |
| Open Enrollment Administration | ✓ | |
| Employee Inquiries | ✓ | |
| Claims Assistance | ✓ | |
| COBRA Administration | ✓ | |
| Payment of premiums | ✓ | |
| Invoice Reconciliation | ✓ | |

Other Fringe Benefits

| | | |
|-----------------------------------|---|--|
| 401(k) Administration | ✓ | |
| Section 125 Administration | ✓ | |
| Banking Solutions / Savings Plans | ✓ | |
| Employee Discounts/Passes | ✓ | |
| Flexible Spending Accounts | ✓ | |
| Payroll Administration | ✓ | |

Payroll Administration

| | | |
|----------------------------|---|---|
| Report Hours/Salaries | ✓ | ✓ |
| Compute Pay & Withholdings | ✓ | |
| Compute Deductions | ✓ | |
| Write Checks | ✓ | |
| Reconcile Accounts | ✓ | |
| Track Eligibility Dates | ✓ | |
| Employment Verification | ✓ | |
| Court-ordered payments | ✓ | |
| Compute Job Costing | ✓ | |
| Immigration Audits | ✓ | |

Employer Taxes

| | | |
|----------------------------|---|--|
| SUTA/FUTA Computations | ✓ | |
| State/Federal Withholdings | ✓ | |
| Payroll Payments | ✓ | |
| 940 Filing | ✓ | |
| 940 Filing | ✓ | |
| Produce W-2s & Mail | ✓ | |
| Penalties | ✓ | |
| IRS Payroll Audits | ✓ | |

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Balancing needs of business

| Comparison of Your Duties | BEFORE CBR | AFTER CBR |
|-----------------------------------|------------|-----------|
| Supervision | | |
| Pay Changes | ✓ | ✓ |
| Hiring/Terminations | ✓ | ✓ |
| Overtime Approval | ✓ | ✓ |
| Discipline Notices | ✓ | ✓ |
| Industry Training | ✓ | ✓ |
| Management Selection | ✓ | ✓ |
| Human Resources Management | | |
| Review Employee Performance | ✓ | ✓ |
| Hiring & Terminating | ✓ | ✓ |
| Review Employee Applications | ✓ | ✓ |
| Prepare Severance Packages | ✓ | |
| Recruit New Employees | ✓ | ✓ |
| Check References | ✓ | ✓ |
| Drug Testing Administration | ✓ | |
| Background Checks | ✓ | |
| Immigration Compliance Services | ✓ | |
| I-9 Management/Filing W-4 | ✓ | |
| Government Compliance | ✓ | |
| Unemployment Hearings | ✓ | |
| Employee Handbook | ✓ | |
| Annual Employee Policy Reviews | ✓ | |
| Legal Advice on Employee Issues | ✓ | |
| Harassment Claims | ✓ | |
| Discrimination Claims | ✓ | |
| Employment Agreements | ✓ | |
| Workers Compensation | | |
| Safety Training | ✓ | |
| Safety Manuals | ✓ | |
| Claims/Risk Management | ✓ | |
| Return To Work Programs | ✓ | |
| Premium Payments | ✓ | |
| OSHA Logs | ✓ | |



You maintain control over the important management tasks that you need to (hiring, firing, pay raises, etc), while allowing CBR to take on the non-profit producing tasks of employee administration from you and your staff.

We're more than your HR Department... we're a business partner.