



COMPARISON OF YOUR DUTIES

	Before CBR	After CBR
Insurance Benefits		
Healthcare Plans	x	
Life / Disability Plans	x	
Employee Deductions	x	
Open Enrollment Administration	x	
Employee Inquiries	x	
Claims Assistance	x	
COBRA Administration	x	
Payment of Premiums	x	
Invoice Reconciliation	x	
Other Fringe Benefits		
401(k) Administration	x	
Section 125 Administration	x	
Banking Solutions / Savings Plans	x	
Employee Discounts / Passes	x	
Flexible Spending Accounts	x	
Payroll Administration		
Report Hours / Salaries	x	x
Compute Pay & Withholdings	x	
Compute Deductions	x	
Write Checks	x	
Reconcile Accounts	x	
Track Eligibility Dates	x	
Employment Verification	x	
Court-Ordered Payments	x	
Compute Job Costing	x	
Immigration Audits	x	
Employer Taxes		
SUTA / FUTA Computations	x	
State / Federal Withholding	x	
940 Filing	x	
941 Filing	x	
Produce W-2s & Mail	x	
Penalties	x	
IRS Payroll Audits		



COMPARISON OF YOUR DUTIES *(cont)*

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

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.