

# Payroll/Human Resources Outsourcing



balancing the needs of business

## Comparison of Your Duties

*BEFORE  
CBR*

*AFTER  
CBR*

<b>Insurance Benefits</b>		
Healthcare Plans	√	
Life / Disability Plans	√	
Dental/Vision Plans	√	
Employee Deductions	√	
Open Enrollment Administration	√	
Employee Inquiries	√	
Claims Assistance	√	
COBRA Administration	√	
Payment of premiums	√	
Invoice Reconciliation	√	
<b>Other Fringe Benefits</b>		
401(k) Administration	√	
Section 125 Administration	√	
Banking Solutions / Savings Plans	√	
Employee Discounts/Passes	√	
Flexible Spending Accounts	√	
<b>Payroll Administration</b>		
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	√	
<b>Employer Taxes</b>		
SUTA/FUTA Computations	√	
State/Federal Withholdings	√	
Payroll Payments	√	
940 Filing	√	
941 Filing	√	
Produce W-2s & Mail	√	
Penalties	√	
IRS Payroll Audits	√	



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3335 E. Indian School Rd. | Phoenix, Arizona 85018 | office: 602.200.8500 | fax: 602.650.1984 | www.cbri.com

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## Comparison of Your Duties (continued)

	<i>BEFORE CBR</i>	<i>AFTER CBR</i>
<b>Supervision</b>		
Pay Changes	√	√
Hiring/Terminations	√	√
Overtime Approval	√	√
Discipline Notices	√	√
Industry Training	√	√
Management Selection	√	√
<b>Human Resources Management</b>		
Review Employee Performance	√	√
Hiring & Terminating	√	√
Review Employee Applications	√	√
Prepare Severance Packages	√	
Recruit New Employees	√	√
Check References	√	√
Drug Testing Administration	√	
Background Checks	√	
W-4	√	
I-9 Management/Filing	√	
Government Compliance	√	
Unemployment Hearings	√	
Employee Handbook	√	
Annual Employee Policy Reviews	√	
Legal Advice on Employee Issues	√	
Harassment Claims	√	
Discrimination Claims	√	
Employment Agreements	√	
<b>Workers Compensation</b>		
Safety Training	√	
Safety Manuals	√	
Claims/Risk Management	√	
Back 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.*

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



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