



## “Top Ten List of Services” By Department



This list of services serves the purpose of reducing clients' liability, allowing more time to run their business and most importantly increase productivity and profitability by saving time and money that can be used to invest in their business.

### Human Resources

- Human Resources Administration – Conform to federal and state employment laws. Alleviate potential legal risks by providing comprehensive training on topics such as sexual harassment, OSHA requirements, wage and hour compliance, discrimination, and retaliation, to name a few.
- Record Keeping – Provide complete and legal record keeping, including housing original employee personnel files, Workers' Compensation files and client files. If there is a request from either a state or federal agency to review/copy files, they are obtained at SRI, which protects our clients at all levels.
- Workers' Compensation – Provide claims processing administration, safety and risk management assistance. SRI also provides an Injury and Illness Prevention Program and a Safety Manual for each client's worksite.
- Discipline – Provide assistance and direction with disciplinary processes, including performance reviews, job descriptions, and terminations.
- Information Resource – Provide a resource for questions/concerns ranging from simple to complex issues. Enable the client to save time and money (fees for legal counsel) by assisting them in minimizing or avoiding risk.
- New Hire Orientations – Conducts one-on-one reviews of the SRI Employee Reference Manual. Assists the new employee to understand the policies and procedures that are expected by both the client and SRI, thereby lowering the exposure for potential future litigation and turnover. Educates clients and eligible worksite employees of benefit options, enabling them to make an informed decision when selecting benefit plans.
- Sexual Harassment Training – Conducts sexual harassment training for all new employees at the time of orientation or within the first week of hire. As required by California statute, the FEHA AB 1825 Mandatory Harassment Training for supervisors/clients is provided within six months of hire/promotion to manager and then every two years thereafter. SRI provides these training programs at no charge, with the philosophy that both the client and SRI have taken “reasonable steps” to prevent harassment from occurring. In the event of a complaint, an argument or defense would likely not be available without following the FEHA training.
- Recruiting – Offers a variety of recruitment assistance options, ranging from salary surveys, advertising, reviewing resumes, phone screening, interviews, reference checks, background screening and offer letters.
- Unemployment Claims Administration – Responds to EDD claims, attends unemployment hearings. Minimizes unemployment claims exposure and lowers the number of claims.
- Benefits – Acts as a troubleshooter for the employee; i.e. claims processing, enrollment issues, etc.

### Benefits and Workers' Compensation

- There is no underwriting for benefits.
- There is no broker fee or deposit assessed if the client is on Wausau Workers' Compensation Policy.
- We shop annually for the best and most cost effective benefit and Workers' Compensation policies.
- We handle the annual audits and claims administration for Workers' Compensation.
- We prepare and pay for the IRS Form 5500 filings for benefits and SRI 401(k) plan.
- There is no additional cost to administer 401(k) Plan, FSA, DCAP and COBRA and remaining benefits offered.
- We provide large group benefit designs for small group employers.
- We handle all employee benefit issues and do research if claims are not paid properly.
- We abide all COBRA regulations and handle the billing to terminated employees.
- There is free checking with Wells Fargo when utilizing direct deposit for employees. As an employee of SRI, Wells Fargo will treat you as one of their own employees.

### Payroll

- Knowledge of Department of Labor Regulations – Our knowledge ensures that the client complies with all laws and regulations relating to payroll and payroll taxes, thereby reducing their liability for penalties and interest payments (i.e. penalty hours, filing payroll tax returns, etc.).
- Verify Timesheets – Ensure that time is correctly calculated. Ensure that lunches and breaks are taken within the state and federal regulations.
- Garnishments – Ensure that garnishments are calculated correctly, that funds are remitted in a timely manner. All garnishment correspondence is responded to in a prompt and confidential manner.
- Payroll Tax Deposits – Payroll taxes are calculated and deposited in a timely manner with the corresponding agency.
- Quarterly and Annual Tax Reports – All quarterly and annual payroll tax reports are filed in a timely manner.
- Form W-2 – W-2 forms are reconciled, filed and mailed in a timely manner.
- Special Delivery of Pay Checks – We send individual and/or bundled checks to the client site and/or employees' homes.
- Special Delivery of Invoices – We accommodate special requests from the client to have their invoice and reports e-mailed to them as well as to their CPA or Bookkeepers. We also mail out additional copies to the client's CPA or Bookkeepers so that the client does not need to worry about forwarding the information.
- Direct Deposits – We can direct deposit employees' checks.
- Re-issue Lost or Stolen Checks Quickly – We replace lost or stolen checks for employees in a timely manner so that the employee is paid within the appropriate pay period.