

## Your Tasks **WITHOUT** Merit Resources

### SUPERVISION

- Day-To-Day Supervision
- Pay Negotiation
- Employee Evaluations
- Disciplinary Notices
- Management Reports
- Departmental Costs
- Maintain Employee Files
- Employee Handbook
- EEOC & DOL Claims
- HR Compliance with Fed/State Employment Laws
- Acquire & Post Employee Compliance Posters
- Manager & Sexual Harassment Training
- Handle SUTA Claims

### HIRING & FIRING

- Advertise Job Openings
- Review and Process Employment Applications
- Check References
- Employee Selection
- Discharge Notices
- Wage and Hour Compliance
- New Employee Orientation
- I-9 Verification
- New Hire Reporting (PRWORA)

### INSURANCE

- Group Health
- Life, dental, vision, STD, LTD
- Section 125 Plan
- Negotiate Rates
- Inquiries
- Claims
- COBRA Compliance
- Pay Benefit Invoices
- Answer Employee Benefit Questions
- HIPAA Compliance
- Retirement Plan Management
- EPLI

### PAYROLL

- Report Hours
- Write Paychecks
- Compute Pay
- Compute Withholding
- Deductions
- Compute Social Security & Medicare
- Reconcile Bank Accounts
- Track Time Off (Vacation, Sick)
- Track Benefit Eligibility, Probationary Period and Anniversary Date
- Management Reports
- Employee Verification
- Garnishments
- Child Support Payments

### EMPLOYER TAXES

- State Unemployment
- Federal Unemployment
- FICA
- Quarterly Tax Payments
- 940
- 941
- W-2's
- Penalties

## Your Tasks **WITH** Merit Resources

### SUPERVISION

- Day-To-Day Supervision
- Pay Negotiation
- Employee Evaluations
- Disciplinary Notices
- Management Reports
- Departmental Costs

### HIRING & FIRING

- Interviewing
- Employment Applications
- Assignment/Termination

### INSURANCE

### PAYROLL

- Report Hours
- Pass Out Paychecks

### EMPLOYER TAXES



**MERIT**  
resources

Merit's online HR portal offers secure access to many resources:

- Robust and secure online time entry system
- Variety of HR and payroll reports
- View individual pay stubs
- Access for your managers to certain employee data (at your discretion)
- Access to employment forms, employee handbooks, etc.
- Access to a vast library of safety, employment regulation and other employment-related documentation

**eMERIT**  
online HR portal



**MERIT**  
resources



**...we make employment easy**

800.336.1931 • [www.meritresources.com](http://www.meritresources.com)

**...we make employment easy**

## Human Resources Outsourcing with a PEO

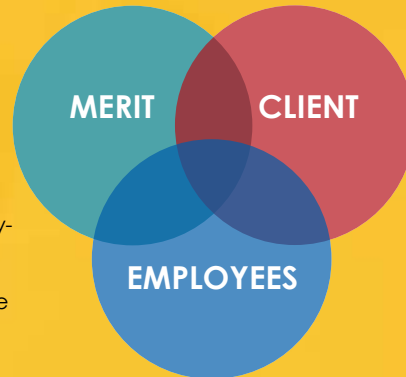
A Professional Employer Organization (PEO) enables clients to outsource all of their non-revenue producing activities associated with human resources, employee benefits, payroll & payroll taxes, workers' compensation and more.

In addition, a PEO (unlike most HR vendors) removes a large part of your legal and fiduciary liability associated with having employees. They do so by pooling together all of the employees of their clients (called Co-Employment) and using the superior buying power of a large employer to negotiate rates and spread risk, experience and exposure across the pool.

## The Co-Employment Model

Co-employment is a sharing of employer responsibilities between ourselves and our clients, and is the legal basis that allows us to pool together the employees of all of our clients in order to gain access to superior benefits, favorable workers' compensation rates and more.

Our clients continue to direct employees in their day-to-day duties and activities, make hiring and firing decisions and more, just as they always have. As co-employer, Merit delivers and manages employee benefits, payroll and payroll tax, and is the "employer of record" on employees' W-2s. We also handle workers' compensation, EEOC claims, state unemployment insurance, and more on your behalf.



## Merit Resources

Merit Resources is one of the Midwest's largest and most established Professional Employer Organizations, representing over 7,000 employees. Founded in Des Moines, Iowa in 1989, Merit works with hundreds of small to medium-sized businesses and organizations all around the country. Our mission with each of our clients is simple... **we make employment easy**

- easier to afford:** Save your business money & give your employees access to better programs
- easier to manage:** Don't spend hours on HR. Get back to what you do best... your business!
- easier to compete:** Offer your employees & recruits the big-company benefits they deserve
- easier to protect:** Protect your business from the legal liabilities associated with employment



**MERIT**  
resources

## Employee Benefits

Merit Resources can give your organization's employees and recruits access to a benefits package that rivals the largest and most respected employers in America, and can also help control costs and stabilize rates.

- Group Medical Insurance (HMO, PPO, HSA, etc.)
- Dental and Vision Insurance
- Life Insurance
- Short Term and Long Term Disability Insurance
- Flexible Health Spending Accounts
- 401 (k) Retirement Plan
- Employee Assistance Programs



## Human Resources

Most human resources activities are non-revenue producing functions that consume a great deal of time and energy. When you outsource these functions to Merit Resources, it allows you to focus on your business.

- Assist with Employment Related Issues
- Regulatory Compliance (FLSA, FMLA, etc.)
- Pre-Employment Background Checks & Drug Screening
- Write and Maintain Employee Handbooks
- Process Unemployment Claims
- Maintain Employee Files and Records



## Payroll & Payroll Tax Administration

Merit Resources performs full-service payroll that is timely and turn-key, freeing up your valuable time and resources and guaranteeing accuracy and dependability. Our state-of-the-art system provides your organization advanced payroll options, including:

- Full-Service Payroll Processing
- Direct Contact with your Professional Payroll Team
- Employee / Employer Taxes & Tax Reporting
- Direct Deposit
- Audits and Filings
- Garnishments, Child Support, etc.
- Paid Time Off (PTO) Tracking and Reporting
- **eMERIT:** Sophisticated Online HR Portal



## Workers' Compensation & Risk Management

Merit will help alleviate your burden in workers' compensation claims and employee safety training, including all aspects of claim processing and medical management. Merit Resources is aligned with the nation's top risk management organizations, and is certified in Risk Management Best Practices. Merit provides significant benefits in the area of risk management, including:

- Transfer of Workers' Compensation Risk
- Alleviate Uncertainty of Premiums (great for cash flow!)
- Workers' Comp Claim Investigation and Processing
- Workers' Comp Claim Medical Management
- Site Safety Audits & Employee Training



**...we make employment easy**

800.336.1931 • [www.meritresources.com](http://www.meritresources.com)