



# The Recruiter's Back-Office Solution

As a contract staffing service provider since 1992, **Top Echelon Contracting, Inc., (TEC)** provides standard back-office services as well as a number of additional services designed to help recruiters **establish and grow their contract staffing business**.

## Back-Office Services

We can become the W-2 employer for **technical, professional, and healthcare contractors** in 49 states, handling all the **legal, financial, and administrative** tasks, including:

<u>Legal</u>	<u>Financial</u>	<u>Administrative</u>
<ul style="list-style-type: none"><li>• Client contracts</li><li>• Employment contracts</li><li>• Immigration Authorization (I-9 and E-Verify)</li><li>• IRS compliance (<a href="#">1099 vs. W-2</a>)</li><li>• Per diem regulations</li><li>• DOL Prevailing Wage</li><li>• COBRA compliance</li><li>• Certificate of Insurance</li></ul>	<ul style="list-style-type: none"><li>• Payroll funding</li><li>• Weekly payroll processing</li><li>• Direct deposit</li><li>• State &amp; federal withholding (FIT, SIT, FICA)</li><li>• Unemployment (FUTA, SUI)</li><li>• Workers' Compensation</li><li>• Invoicing</li><li>• Collections</li><li>• Tax deposits and filings</li><li>• Year-end W-2's</li><li>• Client credit checks</li></ul>	<ul style="list-style-type: none"><li>• Background checks</li><li>• Time sheet collection</li><li>• Contractor benefits administration</li><li>• Employee handbook</li><li>• Workers' Compensation claims</li><li>• Unemployment claims</li><li>• Payroll and accounting support</li><li>• Human Resources support 24/7</li><li>• Employee terminations</li><li>• Employment paperwork – completed via our online system</li><li>• Drug screens (client option)</li></ul>

Due to the serious nature of **healthcare placements**, we include additional paperwork for those placements:

- Drug Screening
- HIPAA (Health Insurance Portability & Accountability Act) Agreement
- Immunization Verification (Hepatitis B, TB)
- License Verification
- OIG/HHS (Medicare Fraud) Search
- System for Award Management (SAM)
- Bloodborne Pathogen Training and Testing
- Skills Checklists – Occupation Specification
- CPR Training and Certification
- FBI fingerprinting (contact with children)

### Contractor Benefits

We offer a full menu of benefits, including **Anthem Blue Cross and Blue Shield** medical coverage; dental, vision, and life insurance; and a 401(k) retirement plan. Most benefits can be paid for with pre-tax payroll deductions. TEC contributes to contractors' medical coverage, and recruiter profit doesn't change if a contractor elects benefits. Details can be viewed at <http://www.topecheloncontracting.com/employers/employee-benefits/>

### Certificate of Insurance

We carry a comprehensive package of insurance as required by many clients. This package includes:

- **Commercial General Liability** – \$1,000,000 per occurrence, \$3,000,000 in aggregate
- **Professional Liability (inc. medical professionals)** – \$1,000,000 per occurrence, \$3,000,000 in aggregate
- **Commercial Excess Liability (Umbrella)** – \$5,000,000 combined single limits
- **Hired and Non-Owned Automobile Liability** – \$1,000,000 combined single limits
- **Employer Practices Liability Insurance (EPLI)** – \$1,000,000
- **Employee Dishonesty Bond** – \$1,000,000 combined single limits
- **Employee Forgery Bond** – \$25,000
- **Sexual Abuse** - \$1,000,000

## Additional Services

### Marketing Assistance

TEC has several resources to help promote your contract staffing services:

- ▶ **Customized Marketing Documents** – Designed to market contract staffing to clients and candidates. <http://www.topecheloncontracting.com/contracting-marketing-documents/>
- ▶ **Contract Staffing Marketing Video** – This 2-minute video can be added to your Web site to show clients how “Contract Staffing Offers the Ultimate in Flexibility.” <http://www.topecheloncontracting.com/employers/>
- ▶ **Contract Staffing Providers Web site** – An online directory of recruiters who offer contract staffing for clients and candidates. Contact us to find out how to be added to this Web site. <http://www.contractstaffing.net/>

### Recruiter Training

We provide many free contract staffing training tools. You can access these tools at our Recruiter Training Center at <http://www.topecheloncontracting.com/recruiter-training-center/>

- ▶ **Step-by-Step Video** – Learn in 15 minutes how you can add contracting to your business model.
- ▶ **Contract Training Kit** – A guide that explains our services and the basics of contract staffing.
- ▶ **Contracting Blog** – Stay up-to-date on the critical issues for any back-office or legal employer.
- ▶ **Contracting Corner** – Quarterly newsletter filled with practical tips, features, and recruiter interviews.
- ▶ **1099 Independent Contractor vs. W-2 Employee Video** – A 6-minute video that breaks down the differences between W-2 Employees and 1099 Independent Contractors.

### Preliminary Agreement

We can provide a Preliminary Agreement for your clients to review prior to you finalizing a placement.

### Top Echelon Contracting’s Frequent Contract Placer Program (FCP)

Earn “cash-back” points based on recruiter income (commission) paid on contract placements made through our office. **You can earn up to 3% more in contract placement income.**

### Statement of Contract Assignment (SCA)

Provides man-hours and financial details to track each contract placement via our secure Web site.

### In-house Clerical and Administrative Program (ICAP)

Allows TEC to become the W-2 employer for the short-term clerical and administrative staff in your office.

### Recruiter Referral Program

You can earn up to \$100 when you refer a recruiter to TEC who has never made a contract placement with us.

### Get a Quote!

The **Top Echelon Contracting Quote** summarizes all of the financial information for a contract placement, including exactly what you will make per hour. It provides a spreadsheet showing how your income will change if the pay rate or bill rate changes, making it very useful in **client and candidate negotiations**. For a quote, **call us at (888) 627-3678**.

**NOTE:** Recruiters are not required to sign a contract with TEC to use our services.