

	PEO	ASO	Payroll Plus	HR Flex
Payroll				
24/7 Access	Included	Included	Included	
W-2 Processing	Included	Included	Included	
Tax Processing	Included	Included	Included	
Direct Deposit	Included	Included	Included	
PayCard Processing	Included	Included	Included	
Wage Garnishment	Included	Included	Included	
New Hire Reporting	Included	Included	Included	
Standard Reports	Included	Included	Included	
Custom Reports	Optional	Optional	Optional	
Tips Credits	Included	Included	Included	
Job Costing	Included	Included	Optional	
Certified Payroll	Optional	Optional	Optional	
HRIS	Included	Included	Included	
Time & Attendance	Included	Available	Available	
PTO	Included	Included	Optional	
General Ledger Interface		Optional	Optional	
Workers' Compensation Premium Payment Program	Included	Included	Included	
Workers' Compensation Pay as you Go	Included	Available	Available	
Employee Services				
Employee Discount Portal	Included	Included	Included	
Benefits Administration				
Group Insurance Plan				
New Employee Application Submission	Included	Included		
Payroll Deduction and Billing Set Up	Included	Included		
Participant Termination	Included	Included		
Bill Payment & Reconciliation	Included	Included		
COBRA Notifications	Included	Included		
Section 125 Premium Only Plan	Included	Available		
Section 125 FSA, Transit, & Dependent Care Pre-Tax Plans	Included	Available		
401(k) MEP Administration (1)	Included	Included		
Annual Open Enrollment (2)	Included	Included		
Corporate Insurance Options				
Group Medical	Available	Available		
Group Dental	Available	Available		
Group STD, LTD, Life	Available	Available		
Voluntary STD, LTD, Life, Dental, Vision	Available	Available		
Human Resources				
Online HR Support Center	Included	Included	Included	
Monthly HR Newsletter	Included	Included	Included	
Weekly HR NewsFlash	Included	Included	Included	
HR Help Desk / On Call HR	Included	Included	Optional	Available
State Unemployment Cost Control	Included	Included		Available
FMLA Notifications and Tracking	Included	Included		
Employee Handbook Review	Included	Included		Optional
Comprehensive HR Audit	Included	Included		Optional
Personnel Folders	Included	Included		
File Maintenance	Included	Included		
Job Description Templates	Included	Included		
Employee Satisfaction Surveys	Included	Included		Optional
Seminars & Webinars				
Training / Leadership	Included	Included		Optional
Performance Reviews	Included	Included		Optional
Discipline / Exit Interviews	Included	Included		Optional
Harrasment	Included	Included		Optional
EPLI	Included			
Pre-Hire Assessment (Predictive Index, etc.)	Available	Available		Available
Background Check Administration	Available	Available		Available
Recruiting	Optional	Optional		Available

(1) \$750 annual fee waived for assets over \$500,000.

(2) Agent of Record Letter Required