

Administrative Services Capabilities



Experience a Refreshing Difference

Administrative Service Deliverables

AmCheck
PAYROLL • HR • BENEFITS

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Thank You for Your Consideration!

Who is AmCheck?

AmCheck is a boutique Payroll /Human Resources services firm. Since our inception over 17 years ago, we have grown to be one of the country's largest independent payroll service bureaus, serving thousands of clients nationwide -- while maintaining a personal touch. AmCheck specializes in managing the transactional aspects of payroll, human resources, benefit plan, and workers' compensation administration.

AmCheck aims to lessen the administrative burden associated with your employee lifecycle management processes so that you can refocus your efforts back to the Strategic / Revenue Generating Activities that drive value directly to your organization's bottom line. Our customized solutions are built specifically with your needs in mind. Take a moment to review the following service deliverables and imagine how you would spend your day knowing you have AmCheck's expert service professionals working for you behind the scenes!

How is AmCheck Different?

Boutique Firm

Get the customization you need with the *personalized service experience that you deserve.*

Single Point of Contact

With AmCheck you have a *single point of contact for everything.* Our customer service people are highly trained on all of our services so you will never be transferred from one department to another searching for the right answer.

Dedicated Client Services Specialist

AmCheck's customer service ratio is 50:1 verses 250:1 like the large payroll vendors. This ratio translates into better customer service for you...because nobody likes to be treated like a number.

Consolidated Billing & Benefits Administrative Services

AmCheck is not a broker, *but we work with PACIFIC BROKERS to manage the transactional aspects of your benefit plan and workers' compensation policies.*

Complimentary Accounting Hotline

AmCheck is the only payroll company that offers a complimentary accounting hotline as an added value to our payroll services.

Complimentary Legal Services

AmCheck is the only payroll company that offers a complimentary employment attorney hotline as an added value to our payroll services.

- Unlimited Telephone / Email Access
- No Cost Barrier to Seek Legal Advice
- Decrease Exposure to Claims
- Receive Solid Legal Advice
- Comply with Ever-Changing Labor Laws
- Communicate Confidentially
- Consistent Service from a One Point of Contact Attorney
- Monthly HR Legal Update Newsletter

AmCheck Payroll Services help save time, money, and avoid costly penalties associated with keeping payroll in-house. Businesses of all sizes are realizing they can simplify the administrative process by using AmCheck to manage their payroll processes both cost-effectively and efficiently.

With AmCheck as your partner, rest assured we will streamline the payroll process, improve productivity and compliance reporting, while simplifying administration throughout the year.

Payroll Processing:

- Complete Gross-to-Net Payroll Processing
- Check Signing, Check Stuffing
- Check Reconciliation & Check Fraud Protection
- Direct Deposit to Multiple Accounts (i.e. savings and checking)
- Delivery of Live Checks, Direct Deposit Vouchers and Payroll Reports
- Comprehensive Payroll Deductions and Complex Earning Calculations
- Third Party Checks: Garnishments, Child Support, Tax Levies and Liens
- Automated PTO / Sick / Vacation Accrual Calculations
- Web Based Payroll Module
- Payroll Preview Report – View gross-to-net totals prior to payroll submission
- Electronic General Ledger Interface to QuickBooks, Peachtree, MAS 90 and others
- Responsibility for Accuracy of all Federal, State, and Local Tax Deposits
- Prepare & File Quarterly State, Federal 941's and SUI Returns –***all 50 states***
- Year-end W-2s, W-3s, 1099s, 940 Filings
- 1099 Checks or 1099 Direct Deposit Capabilities

Reporting:

- Payroll Registers, EE Masterfile, EE Deductions, EE Contributions & Company Totals
- Labor Allocation / Job Cost Tracking
- Tax Liabilities
- Departmental Summaries
- 401(k) Report
- Workers' Compensation
- Customized Reports – as needed (optional)

Payroll Compliance:

- New Hire Reporting Act, Wage Garnishment and Wage & Hour Law Compliance
- Section 125: 5500 Compliance & Filing
- SSAE 16 Compliant (replaces the old SAS 70 Types I & II Compliance Audits)
- ACA / Health Care Reform Compliance Support

Human Resources Support & Administration

AmCheck can act as an extension of your company's HR efforts. We offer an array of managed HR solutions designed to reduce your costs and provide premier HR services.

Employment Attorney Hotline:

- Complimentary with AmCheck Payroll Services
- Unlimited Telephone & Email Access
- No Cost Barrier to Seek Legal Advice
- Decrease Exposure to Claims
- Receive Accurate Legal Advice from a California Labor Law Attorney
- Comply with State Laws
- Communicate Confidentially
- Consistent Service from a One Point of Contact Attorney
- Monthly HR Legal Update Newsletter

HR HelpLine (General HR Support & Expertise):

- Human Resources Hotline: Society of Human Resources Management (SHRM) Certified Professionals Available for Day-to-Day Specific / General Questions and Consultation
- Unlimited Telephone Access
- Unlimited Email Access
- New Hire Orientation Advice & Counsel
- Pre-Separation and Termination Advice & Counsel
- Compliance Consultation on: FLSA, IRCA, ERISA, OSHA, COBRA, FMLA and EEOC

Online HR Documents Library:

- Hundreds of template HR and payroll documents for client's use
- Alerts on new laws and procedures
- Job descriptions
- Policy and procedure library
- New hire and termination forms
- New hire and termination checklist

On-Demand HR Services:

- Additional on-site HR consulting available by the hour
- Additional on-site and/or virtual trainings
- Background Checks
- Applicant Compatibility Assessments
- Employee Drug Testing
- Recruiting
- Employee relations
- Performance management
- Health and safety

AmCheck can manage the transactional aspects of your benefit plans.

AmCheck is not a broker, but we partner with *PACIFIC BROKERS* and carriers to manage the transactional aspects of your benefit plan. AmCheck “connects the dots” with any benefit plans you select. *PACIFIC BROKERS* works with virtually all carriers and vendors for employee benefit coverage for employers in all 50 states (Learn more by going to www.pacbrokers.com).

Benefit Plan Administration Services Included for Each Benefit Plan & Carrier:

- Track employee eligibility period for benefits at new hire
- Communicate eligibility to employee prior to enrollment period
- Assist in completing enrollment materials
- Secure declination waiver letter if declining benefits
- Communicate enrollment materials to carrier
- Set up employee deduction(s) in payroll (pre or post tax)
- Run “deduction shortfall” reports to catch missed employee premiums
- Manage life changes and participant deduction status
- Manage global rate changes to premiums

- **Consolidated Billing:**
 - Monthly audit and reconciliation of invoices from each carrier
 - Pay carrier invoices on behalf of client each month
 - Intermediary for billing disputes and inquires with carrier

- Manage employee benefit termination process
- Administer COBRA / Cal COBRA compliance and process
- HIPAA Compliance
- Communication Platform: Email alerts and updates to; employee, client and benefits broker regarding employee benefit modifications

Section 125 & Plan & Administration Services Include: (FSA & POP Plans)

- Implementation of compliant section 125 plan
 - Create summary plan document & summary plan description
 - Plan discrimination testing & form 5500 preparation

- Tax advantaged account administration with debit/claim cards
 - FSA, Dependent Care and Medical reimbursement
 - HSA
 - HRA
 - TRIP

Work Comp Policy Administration

AmCheck can manage the transactional aspects of your work comp policy. AmCheck is not a broker, *but we work with CCI FINANCIAL and INSURANCE SERVICES* and your carrier *to manage the transactional aspects of your work comp policy.* AmCheck “connects the dots” with these time and money saving administrative deliverables.

Administrative Deliverables Include:

- Track Class Codes
- Track wages split between class codes during the pay period
- Calculate Monthly Premiums from Gross Payroll & Class codes rates
- Monthly Premium Reconciliation to avoid under or over-payments
- Premium Remittance to Carrier
- Premiums will be calculated each paid period
 - Enhances cash-flow
 - Reflects true job costing
- Annual Audit Reporting and Administrative Assistance
- Drug & Alcohol Screening (optional)
- Pre-Determined Health Centers (optional)
- Pre-Employment Background Checks (optional)

AmCheck can manage the transactional aspects of your current 401K Plan.

AmCheck is not a broker, but we will work with *PACIFIC BROKERS* and 401K plan *to manage the transactional aspects of your policy*. Retain your current broker & carrier relationships and let AmCheck “connect the dots” with these time and money saving administrative deliverables

401(k) Plan Administration Deliverables:

- Track new employee eligibility for benefits
- Enrollment assistance
- Set Up pre-taxed employee deductions in payroll
- Manage Changes to participant deductions and status
- Funds transferred to employee accounts on check date
- Upload employee contribution and match detail to vendor website
- Manage 401(k) loan processes
- Manage termination, separation or disbursement processes
- Fulfill all year-end 401(k) census reporting requirements

HRIS Module & Employee Self Service Portal

Leveraging technology and the web is an important part of our value proposition. Our online resources and administration software tools are on the leading edge of technological advancement designed to maximize your efficiency.

Web HR Module and Employee Self Service Portal Includes:

- Integration with Payroll Module
- View employee check stubs and W2's on-line
- AmCheck designs a custom company ESS hub to house:
 - Company handbook
 - Company policies & procedures
 - Health plans and 401(k) enrollment forms and documents
 - Supplemental insurance plan & enrollment forms
 - Copies of employee benefit insurance cards
 - Web links to all your benefit providers
 - New Hire Documents
- Track:
 - Employee demographics, photos, employment history, EEO, emergency contact, medical , dependant, company
 - Skills, training, certifications
 - Time off, compensation, salary history, benefit elections, deductions, direct deposit information
 - Company directory, photos, contact information
- Store:
 - Signed copies of: W4, I9, benefits enrollment forms, 401(k) enrollment forms, benefit "waive" letters, employee performance reviews, employee applications, employee disciplinary action documents, etc.
 - *Any electronic document, web link or scanned document can be loaded, stored and viewed in this application*
- Report writer capabilities on any information stored in the HR module
- Multiple views (tiered security set up):
 - Company view, administrator view, supervisor view, departmental view and individual employee view

Fully Integrated Time & Attendance Tracking

TimeVantage provides your company with the ability to better manage your workforce via leading edge internet-based tools.

Our time and attendance solution eliminates manual time tracking. TimeVantage provides HR functionality including leave requests, an accrual policy rules engine, rate calculations, audit trails, ad-hoc reporting and tiered security access.

TimeVantage provides the following feature/functionality and more:

- Hosted / Customizable Software
- Web Time Entry - (Time Stamp, Summary Hours, Start/Stop Times)
- IP Address Restrictions for Web Time Entry
- Automated Vacation/Sick Accrual Calculations
- Automated Request for Time Off Processes
- User Right Security Levels (Administrator, Manager/Supervisor, Employee, etc.)
- Administrator / Manager Dashboard Views
- Integrated Email Alerts / Task Reminder Notifications
- Complete Pay-Data Integration w/Payroll
- Automated Rounding Rules / Employee Grace Periods
- Automated Hours & Overtime Calculations
- Optional Time Clock Hardware Available (Biometric, Proximity/Badge Readers, etc.)
- Employee Scheduling
- Labor & Job Allocations
- Historical Data Management
- Online Time & Attendance Report Writer (All reports are exportable to Excel/CSV, HTML, PDF, etc.)

Applicant Tracking & Paperless On-Boarding

AmCheck can help manage the transactional processes associated with applicant tracking and employee on-boarding.

My Recruiting Center (MRC) is a web based employee application system that enables the electronic handling of recruitment needs. MRC is scalable; it can be implemented with any size employer without any major investment. Additionally it's designed for ease of use, efficiency and compliance.

My Recruiting Center:

- Job Template Library
- Standard Online Application
- One-Click Job Board Advertising (Monster, Career Builder, LinkedIn, Craigslist, etc)
- Screening Questions & Applicant Ranking
- Tax Credit Screening
- Notes, Activity, and Communication
- EEOC Data Capture
- Hosted Company Career Site (Optional)
- Basic Reporting and Analytics (Optional)
- Paperless On-Boarding (Optional)
 - Electronically integrated with AmCheck Payroll / HRIS / Time Keeping
 - Communicate your new-hire documentation to your newly hired employees and allow them to complete and electronically sign off on forms such as:
 - Offer Letter
 - Background Check Authorization
 - Employee Handbook Acknowledgement
 - Personal and Emergency Contact Information
 - EEOC Data
 - W4
 - I-9
 - Direct Deposit Forms
 - And many more