

HUMAN  
RESOURCES  
OUTSOURCING





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# HAVING A HUMAN RESOURCES DEPARTMENT

IS ESSENTIAL TO ANY ORGANIZATION OR COMPANY.

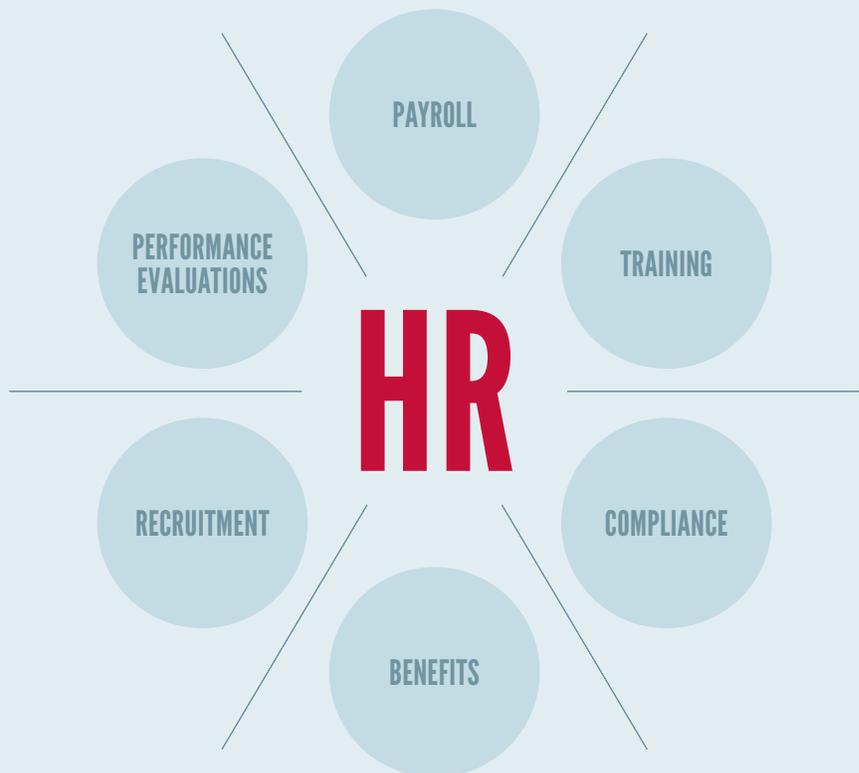
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**T**he challenge is staffing that department with limited resources. Without having to worry about things like new employee paperwork, payroll and benefit administration, employee file documentation, regulatory compliance, etc., leaves time and resources to focus on the strategic direction of your organization.

Association leadership should concentrate on the strategic direction of the organization and staying mission focused.

AH's Human Resource Team has extensive experience in providing outsourced HR services. Our HR professionals are well versed in new employee paperwork, payroll and benefit administration, employee file documentation and regulatory compliance.

**AH can serve as an outsourced HR Department and provide HR management services in these key areas:**





# PAYROLL AND BENEFITS

## → Payroll processing which includes the following:

- Collect/document time/hours worked on monthly basis
- Report payroll to payroll processor
- Forward checks / check advice statements to employees
- Maintain identified deductions, (i.e., benefit contributions, 403b deferrals, tax withholdings)
- Manage Year-end W-2 / 1099 / 1094-C / 1095-C issuance with provider
- Maintain employee data in payroll system (name, address, etc.)
- Bonus/supplemental payroll processing
- New hire set up/terminations
- Salary adjustments
- Payroll verification requests (employment, Mortgage verification, unemployment)
- Garnishments

## → 401k/403b related processing support including:

- Report of 401k/403b deferrals, loans, and employer match to record keeper
- Verification of 401k/403b reporting against check register summary
- 401k/403b Notification and Compliance Support
  - » Safe Harbor notices
  - » ERISA compliance notifications
  - » Census reporting / support
  - » 5500 filing support
- 401k/403b transaction administration
  - » Deferrals
  - » Election and beneficiary changes
  - » Distributions
  - » Loans
  - » Rollovers

## → Assist in setting compensation structures and evaluating competitive pay practices

- AH partners with vendors, such as Gallagher, for HR Consulting on compensation reports, employee development programs, and benefits negotiations



- Negotiate group health coverage rates and coordinate activities with the retirement savings fund administrator
- Assist with the benefit annual renewal process (budgeting, evaluation, and analysis, coordination with selected brokers, census reporting, etc.)
- Basic Benefit onboarding/enrollment of new hires
- Basic Benefit cancellation/offboarding
- COBRA (or equivalent) administration
- Disability administration
- FMLA / employee leave administration
- Liaison with benefit broker
- FSA administration
- Workers Comp administration
- Voluntary benefit administration, (i.e., Life, LTD, Aflac, LTC, etc.)
- Reconciliation / approval support for benefit invoices
- Manage tuition assistance and professional development reimbursement programs

HR OUTSOURCING  
ALLOWS YOU TO STAY  
STRATEGIC WITHOUT  
WORRYING ABOUT  
OPERATIONAL DETAILS



## RECRUITMENT AND TRAINING

### RECRUITMENT

AH's HR department can advertise job postings, source candidates, screen applicants, conduct preliminary interviews and coordinate hiring efforts with your Executive Director.

### TRAINING AND DEVELOPMENT

AH's HR department has many years of experience in developing and executing an effective orientation training program for new employees.

### EMPLOYEE RELATIONS/PERFORMANCE MANAGEMENT

AH is adept at equipping managers with the tools necessary to conduct regular and effective performance evaluations.

### COMPLIANCE

Compliance with labor and employment laws is a critical HR function that AH can perform. Noncompliance can result in workplace complaints based on unfair employment practices, unsafe working conditions and general dissatisfaction with working.

AH utilizes **Primepoint** and their **EmployeeXperience** portal to manage timekeeping, payroll processing, and employee information. Employees will be able to access paycheck and tax document information, review pay history and update their basic employee profile online and from their mobile devices.

