TAX-FAVORED BENEFITS AND COMPLIANCE SOLUTIONS

OUR ASO PRODUCT LINE

Tax-Favored Benefit Solutions

- *FSA, Dependent Care FSA, Commuter Benefits, HSA, HRA, ICHRA,EBHRA, MHRA, and Tuition Reimbursement*
- *Any combination of the above accounts included for a one per employee per month (PEPM) fee*
- *Discrimination Testing and Plan Documents are included*
- *All accounts stack on a single debit card*
- *Gente Online Election portal is available (*additional price)

COBRA Administration

- *Full Service COBRA Administration*
- *General Rights Notice, Election Notices, Late Payment Reminders*
- *Premium Collection and Premium Remittance via ACH*
- *System updates when premium rates change during plan renewal*

Gente 360 (Portal)

- *Portal access is available to brokers, employers, and employees as requested.*
- *Open Enrollment Module: Employees are able to make benefit elections as part of the Open Enrollment annual benefit election process.*
- *ACA Module: Employer can review 1094/1095 filings and make corrections to any errors flagged by the IRS.*
- *Onboarding Module: New hires can fill out applicable paperwork during the new hire process. Employers can also track the individual(s) progress.*
- *New Hire Benefit Module: Employees can make benefit elections as part of their new hire process.*

ACA Compliance

- *Confirmation of reporting obligations and advise on best business practices for filings (federal/state)*
- *Review data to ensure accuracy and provide proofs to client for review*
- *Print and mail forms directly to employees or provide client with PDF's for distribution*
- *Electronic Filing through Gente is available.*

ERISA Compliance

- *Confirmation of current benefit practices and review current insurance and self-funded health and welfare benefit program documents*
- *Identification of any discrepancies and any missing documents* (Sec. 125)
- *Creation of Plan Document and Summary Plan Description as well as determine distribution methods, timing, and appropriateness*
- *5500 Filing* (if applicable)

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HUMAN RESOURCES SOLUTIONS FLEXIBLE AND FOR YOUR NEEDS

OUR ASO PRODUCT LINE

Employee Handbooks

- *Review existing Company handbook/policies in place*
- *Provide a revised working draft to employer and highlight applicable changes*
- *Complete the handbook and distribute to each employee*
- *Maintain acknowledgements from each employee* (based on client desire)

New Hire Orientation, Employee Records, and Benefit Elections

- *Help new hire acclimate to the company, policies, and expectations*
- *Ensure adherence to federal and state regulations through accurate record-keeping*
- *Facilitate the selection or modification of benefits during the specified period*

Employment Law Compliance and Regulatory Training

- *Reduce legal risk, promote a fair workplace, and ensure the organization complies with the law.*
- *Create company policies that are compliant with federal/state employment laws* (Discrimination, Harassment, and Wage and Hour) *as well as regulatory standards* (EEOC, ADA, FMLA)
- *Provide required state training. Topics include but are not limited to Sexual Harassment and Diversity in the Workplace*

Payroll and Timekeeping

- *Includes web-based data entry, employee self-service, pay checks/vouchers, direct deposits, federal/state filings, tax remittance, calculate-as-you-go reporting, and easy exporting*
- *Ability for employers to track time through employee electronic key punches*
- *Process you own payroll using the Gente preferred platform* (Kronos)
- *Outsource payroll completely to Gente*

Performance Management

- *Ensure employees' work contributes to the company's strategic objectives*
- *Provide individuals with feedback and coaching for development opportunities*
- *Define roles, responsibilities, and performance standards to guide employee behavior*
- *Encourage routine feedback to refine work processes/efficiency*
- *Motivate employees by acknowledging and rewarding for areas of strength*

Wellness Newsletters

- *Regular wellness newsletters provide employees with practical tips on fitness, nutrition, stress management, and mental health*
- *Sharing wellness resources, success stories, and upcoming initiatives shows employees that the organization values their well-being, which can increase job satisfaction*