



## Buckman-Mitchell, Inc.

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[www.bminc.com](http://www.bminc.com)

## Have you heard about our Benefits HRIS System?

Offering a comprehensive employee benefit package has always been a great way for employers to attract and retain talented, knowledgeable employees. However, the administration and paperwork associated with employee benefits can be a daunting task for both employers and their employees. Shuffling through plan designs and filing out enrollment forms can be confusing for employees and recent legislative changes as well as new reporting requirements can be challenging for the HR department. We have a solution for you that just might help ease this burden and reduce the time spent on onboarding and benefits.

*Buckman-Mitchell, Inc. offers a Human Resource Information System, or HRIS, to all clients, regardless of size. This system empowers employers with technology that relieves the employer of administrative burdens associated with offering employee benefits while simultaneously simplifying the new hire and benefit elections process for employees.*

*Access to the base service package is provided at no cost to our clients and includes but is not limited to the following functions:*

**Onboarding / Off-boarding** – Online W-4s, I-9s, customizable onboarding documents (i.e. employee handbook, office policies, etc.), and terminations

**Benefits Administration** – Year-round benefit administration, employee self-service, and qualifying events

**Benefit Elections** – Personalized, easy to view plan comparisons, cost reflected based on pay period (versus total monthly cost), employer cost shown to employee (optional)

**Employer Reporting** – Tracking and reporting of elements associated with Affordable Care Act (ACA) reporting requirements, employee election reports, and employee deduction reports

If you are interested in knowing more about this great software package (FREE to our clients!) please contact our office today and ask to speak to one of our agents.

*Providing Quality Service for Over 100 Years*

