Insperity
Inspiring Business Performance®

Insperity **Workforce Optimization:** Exceptional service and follow-through

If you want to move your company ahead as far and as fast as possible, the Insperity® Workforce Optimization® service offers a solution to fuel your success. It is powered by the Insperity Premier™ platform, our proprietary human capital management technology built specifically for co-employment.



Learn more insperity.com 800-465-3800

Revenue generation

Recruiting and outplacement support
- Job description development
- Wage and salary surveys
- Process review
- Interviewing and selection training

Learning and development
- Identify and address performance improvement opportunities
- Leadership and employee development
- More than 100,000 online learning assets
- Professional education units (CPE and PDU) for select courses
- Live, virtual training

Performance management support
- Performance appraisals
- Compensation resources and tools
- Supervisor coaching
- Job descriptions
- Reward and recognition
- Base pay structures
- Client self-help tools and worksheets for variable and sales pay designs
- Climate surveys

Expense control

Benefits plan sponsorship
- Insperity-sponsored benefits plans and programs
  - Medical, dental and vision
  - Employee assistance program
  - Health savings account
  - Health care flexible spending account
  - Life, disability and personal accident insurance
- Long-term carrier relationships
- Online enrollment and decision-making tools
- Leave and COBRA administration

Employment administration and payroll
- Payroll processing
- Reporting, payment and withholding payroll taxes
- Online paystubs and W-2s
- Payroll management reports
- Garnishment and deduction administration
- Employment verification
- Time and attendance
- PTO accrual tracking

Net profit protection

Employer liability management
- Workers' compensation plan coverage and claims resolution
- Employment practices liability insurance
- Employee handbooks
- Termination assistance
- Employee relations
- Substance abuse prevention
- Liability management training

HR-related government compliance
- Government compliance reporting and agency interface
- Unemployment claims administration
- FICA, FUTA, SUTA
- Drug-free policies and/or administration
- Discrimination/harassment complaints assistance
- FLSA exempt, nonexempt classification review

Add any or all of these fee-based business performance solutions to the Insperity Workforce Optimization solution.

1. Recruiting services
- Direct hire, RPO and sourcing
- Background screening

2. Financial services
- Bookkeeping and accounting services*
- Expense management

3. Retirement services
- 401(k) plans
- Payroll integration

4. Insurance services†
- **Business coverage:** Group life and health††, property and casualty, business insurances
- **Personal coverage:** Health, individual life and disability, homeowners, auto

* Bookkeeping and accounting services are provided through a strategic alliance with GrowthForce, LLC. GrowthForce, LLC is not a CPA firm. GrowthForce accounting services are provided through its alliance with SK CPA, PLLC. Neither GrowthForce nor SK CPA is a subsidiary or affiliate of Insperity.

† All insurance products are offered and sold only through a licensed insurance broker, such as Insperity Insurance Services, LLC (CA license #OE22586), or their licensed agents.

†† Coverage options vary per solution.